

Southeastern Community College

Student Handbook

2011-2012

**An Equal Opportunity/Affirmative Action Institution
A Unit of the North Carolina Community College System**

All students are responsible for the proper completion of their academic program, for familiarity with all requirements of the Student Handbook, for maintaining the grade average required, and knowing their academic standing and for meeting all other requirements. Advisors and counselors are available to all students, but final responsibility remains with the student.

All statements in this publication and announcements of present policies are subject to change at any time without prior notice.

Southeastern Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, diplomas and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southeastern Community College.

For additional information, contact Southeastern Community College.

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Southeastern Community College

Check out the college's Web site at www.sccnc.edu for the most current information.

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Message from the President



Welcome to Southeastern Community College. You will find that SCC is the pathway to your future. We have a legacy of excellence meeting the higher education needs of Columbus County. Each year a fourth of the citizens in our area are served at Southeastern. We hope you will join your neighbors and friends.

At Southeastern, we are deeply committed to making higher education accessible and achievable to as many people as possible. If your goal is to prepare for a job, you will learn the skills necessary for success in that field. If you wish to transfer to a university, SCC will see you halfway to your goal in a quality, supportive and affordable environment. For the working adult, we provide alternative times and methods so that you can complete your goal.

Our core mission is to prepare our students and community to take advantage of economic opportunities. We have a long and successful history of helping students enter high-demand and good-paying jobs in established fields such as nursing and allied health while also creating innovative programs to train our local workforce for emerging industries. We were first in the state with programs like Agricultural Biotechnology and Invasive Species. Our college is committed to help transform the economy of Columbus County and we want you to be ready for the change. We are proud of our SCC graduates. Your success becomes our success. We hope you start that down that path today.

Sincerely,

Dr. Kathy Matlock
President

Southeastern Community College Board of Trustees

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President

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& Economic Development*

Dr. Morgan Phillips
Vice President of Curriculum Instruction

Mrs. Betty Jo Ramsey
Vice President of Operations & Finance

Mrs. Matlynn Yeoman
*Vice President of Student Development
& Technology Services*

Southeastern Community College Mission/Purpose Statement

Founded in 1964 as part of the North Carolina Community College System, Southeastern Community College is a public, comprehensive community college providing individuals in Columbus County with accessible educational, cultural, and social opportunities designed to improve the quality of their lives. Utilizing multiple and alternate methods of instructional delivery, the college provides learning experiences for those preparing for an occupation upon completion, for those in the work force seeking to enhance their knowledge and skills, and for those transferring to a baccalaureate institution. The college offers programs leading to the awarding of continuing education units, certificates, diplomas, and associate degrees.

The college seeks to further serve the community at large by offering basic skills and literacy education for adults, by supporting economic development through services to business and industry, and by providing programs and services that improve the quality of life.

Committed to excellence and dedicated to belief in the dignity, worth, and uniqueness of each individual and the fundamental right of each person to realize his or her fullest potential, Southeastern Community College encourages student success by maintaining a learning environment that fosters effective communication, freedom of expression, cultural awareness and enrichment, professional and intellectual growth, personal assessment, and decision-making skills.

The college provides a physical and intellectual environment for the faculty, staff, and student body that promotes cultural, ethnic, racial, and gender diversity. Further, the college offers services and supports practices and programs that embody the ideals of an open democratic and global society and which ensure the effective and efficient operation of the college.

Originally approved by the Southeastern Community College Board of Trustees, May 2004, amended November 2010.

Southeastern Community College Commitment

Each member of the college community shares responsibility to:

1. Assist individuals in accomplishing their educational, career, social, and personal goals.
2. Assist individuals in developing basic skills necessary to further their education, obtain employment, or satisfy personal goals.
3. Prepare individuals for college-level studies through successful completion of developmental courses.
4. Prepare individuals through workforce development programs for employment or for upgrading of technical skills.
5. Assist individuals in developing their skills and content knowledge to be successful after transferring to a senior institution.
6. Provide individuals with opportunities for lifelong learning and cultural enrichment.
7. Actively promote economic growth and development.
8. Provide the support needed for the appropriate and orderly operation and growth of the college.
9. Seek external resources needed for the successful development and growth of programs and services.
10. Provide an accessible, attractive, and clean learning environment.
11. Provide a healthy, safe and secure environment for all campus constituents.
12. Provide a campus demographic that reflects the composition of the service area and a climate that recognizes the diverse needs of students, faculty and staff.
13. Promote Southeastern Community College through institutional advancement and through public relations, marketing, and advertising activities.
14. Provide appropriate, efficient, and secure access to technology in support of the college.

Developed by the SCC Planning Committee, April 2005. Affirmed by the Vision/Mission/Goals Council, March 2007 and Planning/Budget Council, October 2007.

Reviewed by the Planning/Budget Council, December 2008, Modification recommended by the Vision/Missions/Goals Council, October 2010, Approved by the Southeastern Community College Board of Trustees, November 2010.

Federal Policies and Regulations

Southeastern Community College (SCC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other Southeastern Community College administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

Americans with Disabilities Act (ADA)

Information concerning provisions of the ADA and the rights provided there under are available from the ADA counselor. Student Development Services provides an ADA counselor to assist students in requesting disability-related accommodations. For additional information regarding ADA accommodations contact the disabilities counselor at (910) 642-7141, extension 263.

Equal Opportunity/Affirmative Action (EO/AA)

SCC is an EO/AA institution. The college's Equal Opportunity policy can be found in the SCC Catalog.

Student Right-To-Know

The Student Right-To-Know Act requires institutions to disclose graduation rates for all first-time diploma or degree-seeking full-time students. The graduation rate for SCC is 11 percent compared to the North Carolina Community College system rate of 13 percent. (Source: 2009 North Carolina Community College Critical Success Factors Report)

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex against students and employees of educational agencies receiving federal funds, including SCC. Section 504 of the Rehabilitation Act of 1973 guarantees equal opportunities for handicapped persons. The vice president of Operations and Finance is SCC's Title IX Coordinator and the Section 504 Compliance Officer. Students should contact the vice president of operations and finance in A-199 or at (910) 642-7141, extension 245, if they have any questions or concerns about these issues.

The college does not, on the basis of sex, exclude anyone from participation in, deny the benefits of, or subject anyone to discrimination under any education program or activity receiving federal financial assistance. The college does not discriminate based on sex in employment and recruitment consideration or selection, whether full-time or part time, under any educational program or activity operated by the college receiving or benefitting from federal financial assistance.

General Information

Academic Fresh Start

Academic Fresh Start is designed for students who have experienced severe academic difficulty in their initial period of enrollment at Southeastern Community College and who have resumed their post-secondary education and after a period of re-enrollment in which they have made significant improvements in their academic achievement.

A student who has not been enrolled in curriculum courses at the college for sixty months and then re-enrolls may request Academic Fresh Start from the Dean of Students. The returning student must be enrolled the semester prior to making the request, having completed a minimum of twelve credit hours within a period of 12 months in his/her curriculum, and must be in a curriculum program having earned at least a "C" grade in every course attempted since reentry. The request must be made within twelve months of re-enrollment at the college.

Responses to requests for fresh start will be made within five working days of receipt of the request. If the request is approved, the grade point average of all courses taken sixty months or more prior to re-enrollment as an Academic Fresh Start student will be 0.00, and the student's new grade point average will be calculated beginning at the time of Academic Fresh Start re-enrollment.

To meet program completion/graduation requirements, the student must complete a minimum of one-half the total credit hours required in the program after the Academic Fresh Start re-enrollment period has begun. Previous major courses of C or better will be treated like transfer courses where grades are not assigned.

In instances where academic fresh start is granted for courses completed at Southeastern and then transferred to another college or university, the receiving institution is not required to disregard those course grades. Academic Fresh Start may not affect admission or readmission to an allied health program at Southeastern Community College. Financial aid applicants approved for Academic Fresh Start are not exempt from the college's Satisfactory Academic Progress Requirements for Financial Aid Recipients.

Approval of a request for recalculation of grade point average under this policy is only granted once for each student.

Academic Progress

Southeastern Community College policies for academic progress are designed to assist students in successfully completing their program of study. It is the student's responsibility to be aware of their academic progress. Counseling, tutoring services and faculty advising are available to help students maintain satisfactory academic progress.

Students working toward completion of a degree, diploma, or certificate, must complete all courses in their program with a minimum 2.0 grade point average (GPA) to be eligible for graduation. Other programs may have additional requirements and students are directed to meet with their advisor to review grade policy and requirements for their particular program. All students are subject to the academic progress policy, including those not seeking degrees. Satisfactory academic progress will be determined based on the final grades and a minimum 2.0 cumulative GPA for attempted credit hours.

Unsatisfactory progress is defined as follows:

Academic Probation. Students who have earned less than a minimum 2.0 cumulative GPA are placed on academic probation. When a student's cumulative GPA reaches or exceeds 2.0 they will be removed from academic probation and considered to be in good standing. A student who has been on academic probation for two consecutive semesters of attendance may be subject to academic suspension. A student is notified by Rammail of their status and the steps that must be taken to remove the status of probation.

A student on probation will be restricted from further early registration and must wait until the semester grades are posted to register for classes. Students will be directed to meet with their advisor to develop corrective plan to facilitate program completion. Students with grade of "F" may be required to repeat failed courses before registering for new additional courses in the subsequent semester. Credit hours may be restricted on academic probation.

Academic Suspension. Students who have earned a cumulative GPA below 2.0 for a third consecutive semester of attendance may be subject to academic suspension. Students are not generally suspended from the college for unsatisfactory progress but rather may be required to reduce their course load or repeat courses on which they have received "F". Students will be directed to meet with their advisor to develop corrective plan to facilitate program completion.

A student may be placed upon academic suspension by the Dean of Students for consistent failure to show active initiative toward fulfillment of his/her chosen educational

goal. A student remains on academic suspension for a minimum of one semester. A student is notified by Rammall of their status and the steps that must be taken to remove the status of academic suspension. A student on academic suspension will be restricted from early registration.

Students have the right to appeal academic suspension to the Vice-President of Curriculum Instruction. A student must make an appeal in writing using the SCC Rammall account to the Vice-President of Curriculum Instruction within 10 school days of the delivery of the academic suspension notice to their SCC Rammall account. The appeal must state specific reasons why the student did not make satisfactory progress and why academic suspension should not occur.

Reinstatement

Students seeking to return to Southeastern Community College after academic suspension must meet with their advisor, discuss their program of study and course selection. The advisor will notify the records office and the student's status will be returned to Academic Probation. Credit hours may be restricted. Students raising their cumulative GPA to 2.0 or above will return to good standing.

Students receiving financial aid must meet all the requirements of the financial aid progress policy. Students are advised to contact the financial aid office (910-642-7141 x 214) regarding their status.

Assemblies

1. Only allowable assemblies may be held on the college campus. Disallowable assemblies are defined as those that have a reasonable probability of any of the following:
 - a. Interfering with a legitimate college activity.
 - b. Showing a present intention to incite or disrupt college activities, coupled with a clear and present danger that the activities of the College will in fact be materially disrupted.
 - c. Including matters that would subject administrators to civil liability for libel or defamation.
 - d. Including matters that are obscene in accordance with prevailing legislative and judicial interpretation or that offend the conscience of the community.
2. Guidelines and application forms for use of college buildings, facilities, grounds, and equipment are available from the president or his/her designee. Each application is acted upon within ten working days of its receipt in the designated office.
3. Any party or parties using the college buildings, facilities, campus, or equipment without following the procedures identified above are subject to removal from the campus and to prosecution.
4. Assemblies in buildings or on the campus must

not interfere with or disrupt in any way the regular functions and needs of the college. No such assemblies may use any sound amplification equipment, unless specifically approved in advance.

5. Littering of the campus or buildings is prohibited and is enforced under General Statutes 14-399.
6. Acceptance of donations or charges for admission to such assemblies is generally prohibited unless special approval is obtained through the process identified above in advance of the event.

Athletics

Southeastern Community College feels that athletics is another way to allow students to become well rounded individuals. The College is a member of the National Junior College Athletic Association (NJCAA) and offers the following sports:

Men's Baseball

Women's Softball

Teams compete against other community, technical and junior colleges in North and South Carolina. Faculty, staff, and students are encouraged to support our athletes by attending games.

Funding for the athletic program comes from student activity fees, the SCC Foundation, and funds raised by The Ram's Club, the booster organization of the athletic program. Scholarships are available for student athletes. Contact Clarence Ganus, Athletic Director at (910) 642-7141, extension 254 for more information on our athletic programs.

Bookstore

The College owns and operates a bookstore, which sells textbooks and supplies associated with the courses, clothing and gifts. Students will need to bring their class schedule, and student ID card when purchasing text books. The Bookstore is located in N-Building.

Bulletin Boards and Posters

JobLink (A-221) maintains listings of area jobs. Student Development Services has information for students on financial aid and college transfer. Honors lists disseminated via Rammall. Students should consult the bulletin board in the Student Activities area for information about student activities, rides, book sales, apartments for rent, and jobs. Students may post notices and posters on this board with permission from the Student Activities Office. Items that have not been approved are removed. Students posting notices or posters are responsible for removing them immediately after the conclusion of the event. To display posters or notices elsewhere on campus, students must obtain permission from the vice president of Operations and Finance, whose office is located in A-Building, first floor, Business Office.

Campaigning of Political Candidates on Campus

Political candidates or their representatives may set up a table in the Student Center, or outside the front entrance of the auditorium to talk with interested persons. Candidates or their representatives must obtain prior approval from the vice president of student development and technology services. No posters should be used to announce their coming or presence except those that can be attached to the table they are using. Campaign literature may be distributed at the specified locations to persons visiting the candidates or their representatives.

Campus Visitors

Students are personally responsible for their visitors while on campus. Visitors also are subject to the regulations of the college.

Children should not be on campus unless they are under the direct supervision of a parent or responsible adult. Children are not permitted in classes, laboratories, the library, and the Student Center.

Child Care Services

The college operates a childcare center in conjunction with its Early Childhood curriculum. Students with children between the ages of three to five may apply to enroll their child/children at the center. The center is located in H Building.

Cellular Phones and Pagers

Students carrying cellular phones and/or pagers must set them to vibrate before entering classrooms, labs, or other areas of the college, such as the library or auditorium.

Course Syllabi

Students are responsible for all information stated in course syllabi. They should be sure that they receive a syllabus for each class and read it carefully, paying special attention to the instructor's attendance, grading, and examination/testing policies.

Crime Awareness and Campus Security

It is a goal of this office and the campus security services to provide the safest educational environment possible for all faculty, staff, students, and visitors at Southeastern Community College. Known and suspected violations of federal, state, or local laws and on-campus emergencies should be reported to campus security officers and the office of the vice president of operations and finance as soon as possible. Campus police/security officers may be reached at extension 215, through the college switchboard, at extension 0 on campus, or at (910) 642-7141 from outside lines during normal operating

hours. The vice president of Operations and Finance is located in Room 117 in the Business Office area of A-Building and may be contacted at extensions 442 or 246.

Southeastern Community College facilities are accessible to faculty, staff, students, and visitors during normal hours of operation. Hours of operation for fall and spring semesters are 8 a.m. to 10:30 p.m., Monday through Thursday, 9 a.m. to 3 p.m. on Friday, and 7:45 a.m. to 12:45 p.m. on Saturday. The college is closed on Friday during the summer months. Access to college facilities at times other than during normal operating hours may be restricted and may require prior approval.

Southeastern Community College police/security officers are employees of the college. These officers are responsible for enforcing state, local and college laws and regulations as well as, parking regulations and for observing and reporting any on-campus violations of local, state, or federal laws or campus regulations. Campus security is supplemented by support from federal, state, and local agencies having jurisdiction in the college's service area. Crime awareness is an ongoing concern at Southeastern Community College and is addressed annually at Convocation, Student Orientation, and (ACA) classes. Procedures for criminal activity reporting are described in the Campus Security Plan.

Faculty, staff, and students must recognize that they should take individual precautions to protect themselves from becoming victims of a crime. Working together as a campus community in crime prevention programs is essential in the successful development of a safe campus environment.

As required by the provisions of the Act, the following statistics are provided for your information:

Offenses	2006-2007	2007-2008	2008-2009
Reported			
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

Students participating in off-campus (college sponsored) activities need to report criminal incidents to the law enforcement agency having jurisdiction, and must inform the Southeastern Community College vice president of operations and finance as soon as possible after the incident.

Southeastern Community College promotes a drug and alcohol free campus environment. The college supports this nationwide movement and is committed to maintaining such an environment for all employees and students.

Distribution of Written/Printed Materials

1. Only allowable written/printed materials may be distributed at the college. Disallowable materials are defined as those that have a reasonable probability of any of the following:
 - a. Material and substantial interference with a legitimate college activity.
 - b. A strong showing of a present intention to incite or disrupt college activities, coupled with a clear and present danger that the activities of the college will be in fact materially disrupted.
 - c. Inclusion of matters in an official college publication that would subject the administrators to civil liability for libel or defamation.
 - d. Inclusion of matters that are obscene in accordance with prevailing legislative and judicial interpretations or that offend the conscience of the community.
2. Students must apply to the president or his/her designee for a permit to distribute written/printed materials, and each application will be acted on promptly.
3. Any party or parties who distribute written/printed materials on the campus without an official permit are subject to removal from the campus and charges of trespassing.
4. In approving the distribution of written/printed materials, the college, employees, or Board assumes no obligation or responsibility for the content of the materials distributed. Furthermore, the college reminds any party or parties distributing materials to be aware of applicable laws regarding such areas as libel, defamation, and obscenity.
5. If unauthorized distribution of written/printed materials results in littering on campus, the party or parties distributing the materials are responsible for removing the materials from campus. Littering on the college campus is prohibited and is enforced under General Statutes 14-399.
6. The posting of any written/printed material is allowed only on bulletin boards intended for that purpose and only when based on the rules and regulations as outlined below:
 - a. Only allowable materials may be posted. Allowable materials are those that serve institutional goals as set forth in this policy.
 - b. Materials must be approved by the vice president of operations and finance or his/her designee, or distributors risk being charged with littering as noted previously. The party or parties who distribute the materials are responsible for their removal within three days of completion of the event or activity. Failure to do so results in disapproval of future

posting.

7. Solicitation or acceptance of donations or charges for any written/printed materials is prohibited.

Electronic Signatures

Information sent through official college e-mail systems (GroupWise or Rammil) to college administration, faculty, staff, and students is deemed to have the electronic signature of the person to whom the electronic e-mail address is assigned. This electronic signature makes the individual assigned the e-mail address responsible for any communication through that address. *Procedure 7.7.1* requires individuals given the privilege of using e-mail not to allow anyone else to use their login and/or password.

Emergency Notification

In the event of an emergency on campus, notification will be sent to the cell phones, home phones, and emails of registered students and employees using *AlertNow*. *AlertNow* registration forms are available on the College web site, www.sccnc.edu. It is essential that you maintain current contact information.

Emergency Response Information for SCC Students

The following emergency information is provided for your safety and well-being. Instructors are to inform students of emergency response procedures at the beginning of each semester and periodically throughout the semester. Students are required to follow all emergency instructions given to them by faculty or any staff member of SCC.

1. Evacuation proceedings for fire, bomb threat, hazardous materials spill, etc. are as follows: Students will evacuate the building using the nearest exit, unless otherwise specified, and proceed to the designated assembly area. Students must move quickly and in an orderly manner (move on the right side in hallways). Evacuation maps are posted in each classroom. Do not use elevators in multiple story buildings. Students may assist the instructor in closing all windows and doors. In the case of a bomb threat, do not use cell phones. All personal items may be taken provided that this does not interfere with speedy and timely evacuations. Items must be left behind if their retrieval will hinder the evacuations. Students will remain in the assembly area until given further instructions by appropriate authority. Do not go to your vehicles unless given specific instructions to do so.
2. Building lock downs for shooter, hostage, or armed intruder: Assist instructor with locking or barricading doors (use multiple items to barricade doors in depth). Close and cover all windows. Turn off lights and cell phones. Remain quiet. Spread out and be prepared to fight back. Remain in secured area until told otherwise by appropriate authority. When approached by law

- enforcement personnel, ensure that your hands are raised with palms facing the law enforcement official. Follow their instructions without hesitation. Additional information for hostage: Do not engage in conversation with hostage takers. Try to determine the number, descriptions, and types of weapons used. Follow their instructions. Students may also be moved to a designated safe area when necessary.
3. Destructive weather (tornadoes): Students will follow all instructions given by instructors or other SCC personnel. Students will be moved to designated safe areas for each building.
 4. Students may be required to assist in moving those with disabilities or assist others during any emergency situation.
 5. Immediately report to any SCC faculty or staff member if you feel or have been: harassed; stalked; threatened in any form; or harmed in any manner.
 6. Students may also inform any SCC faculty or staff member with any knowledge of the above; students expressing any violent actions towards anyone at SCC; drug or alcohol abuse; violent outbursts; suicidal thoughts; or anything else you may consider as a threat to the SCC campus.
 7. It is everyone's responsibility to maintain a safe environment at SCC.
- have an appeal process for transportation problems, illness, or personal problems. They want you to complete your courses.
5. **If you must withdraw, you may have to pay your financial aid back** – You earn your financial aid by attending class. Each day you attend classes you earn approximately 1% of your financial aid. As an example, if you withdraw after attending 40% of the semester, you may have to pay back 60% of your financial aid.
 6. **Apply for financial aid early** – Do the next year's Free Application for Federal Student Aid (FAFSA) in February as soon as you get your taxes done. Many funds from the U.S. Department of Education and North Carolina disappear after March 1st.
 7. **Apply for scholarships** – Over \$100,000 a year is given to our students with good grades. Our Foundation receives donations from generous patrons that want to help our students succeed. Our scholarship applications are generally available in March and can be downloaded from the financial aid page at <http://www.sccnc.edu/>. Also check out national scholarships at www.fastweb.org and www.schoolsoup.com.
 8. **Graduate on time** – The Department of Education wants to you graduate on time. They will allow you to take a few extra classes, but they will stop your financial aid if you take excessive classes not related to your graduation plan.
 9. **Get students loans as a last resort** – Think twice before getting a student loan (William D. Ford Student Loan). They are easy to get, but must be paid back. Don't rely on loans to supplement your income. It's better to get a part-time job then to graduate in debt. Also keep in mind that if you are planning to transfer to a four year school, you may need to borrow loans there.
 10. **Financial aid for summer school is a separate process** – Contact the financial aid office in March for the appropriate applications to apply for summer aid.
 11. **Financial aid refund checks** – Financial aid refund checks are mailed approximately 30 days after classes begin. If you have a class that begins later in the semester, you may not receive a refund check until 30 days after the late class has begun. If you drop or withdraw from any classes, you may not be eligible for a refund check.

Financial Aid

11 THINGS YOU SHOULD KNOW ABOUT FINANCIAL AID

1. **Withdraw before the first day of class** – If you decide that you don't want to attend SCC, withdraw before the first day of class or you will be charged tuition – even if you do not attend any classes.
2. **Go to class** - Most instructors will withdraw you for excessive absences or even give you a failing grade. They expect you to go to class, study, turn in assignments on time, and participate in class discussions. If you are withdrawn or dropped from classes, it may stop you from getting financial aid.
3. **Keep a 2.0 grade point average (GPA) or better** – The Department of Education (DOE) will take away your financial aid if you drop below a 'C' average.
4. **Don't withdraw from classes** – The Department of Education (DOE) wants you to earn 2/3rds of the classes you take. If you have excessive withdrawals, your financial aid will be stopped. The DOE does not

Satisfactory Academic Progress Policy and Procedures

The specific policies and procedures to be used in applying the satisfactory academic progress standards are outlined below:

1. Quality Measurement of Academic Progress

2.0 GPA is the minimum cumulative GPA that students must achieve in order to maintain Satisfactory academic progress toward graduation and to receive financial aid.

2. Quantity Measurement of Academic Progress

- A. Successful Completion of 67% of Hours Attempted. In order to maintain satisfactory academic progress, a student must have successfully completed (grade of D or better) at least 67% of all hours attempted. At the end of each semester, a review will take place to determine if this requirement has been met. Any class the student attended will be considered "attempted hours" and will be used in this determination. A student who does not pass at least 67% will be placed on academic warning and be allowed the next semester of enrollment to regain their eligibility. Students will be eligible for financial aid during this warning semester. During this warning semester, the student should successfully complete enough hours to rise above the 67% completed hour requirement. After the warning semester, if the student has not met the 67% completed hour requirement, the student will be placed on academic probation. Once on probation, the student and will become ineligible for financial aid until the 67% completed hour requirement has been met. If the student feels there are mitigating circumstances, they can provide a satisfactory academic progress appeal in writing to the Director of Financial Aid for consideration.
- B. Maximum Time-Frame for Completion
Students are expected to enroll and satisfactorily complete the required number of credit hours and courses for graduation in their program of study. However, federal regulations limit the maximum time frame a student may receive aid to no more than 150% of the length of the educational program. Students are allowed to "attempt" a total number of credit hours not to exceed 150% of the total credit hours required for completion of a single program of study. If a student exceeds the maximum hours allowed, they become ineligible for financial aid for future periods of enrollment in their program of study. Maximum allowable credit hours attempted will include all semesters of enrollment in any certificate, diploma, or degree program, and in

semesters when the student is enrolled as a special credit or dual enrolled student. These also include semesters during which students did not receive financial aid and semesters of attendance at other colleges where transfer hours are received. The Individual Graduation Plan (IGP), which may include additional required developmental courses, will be the basis of the 150% quantitative measurement. For example: the Associate in Arts – English degree requires 65 hours to graduate. If a student is required to take 9 hours in developmental courses, the total hours needed to graduate will be 74. The 150% quantitative measurement will be 111 hours.

3. Warning Semester

The first semester a student fails the GPA or 67% completion standards listed above, they will be placed on warning. During this period a letter will be sent to the student warning that they have not met the Satisfactory Academic Progress (SAP) standards. Students that are within 12 hours of meeting their 150% maximum time frame will also be sent a letter. The student will be given one additional semester of financial aid with the stipulations that they meet the SAP standards by the end of the warning semester. If the student is still failing the SAP standards at the end of the warning semester, they will be placed on probation.

4. Probation Semester

If the student is still failing the SAP standards at the end of the warning semester, they will be placed on probation. Once on probation, a letter will be sent to the student stopping all future financial aid until the student is meeting SAP standards. Listed below are options to regain financial aid eligibility.

5. Regaining Financial Aid Eligibility

- A student whose financial aid has been terminated because he did not meet the satisfactory academic progress requirements may regain eligibility by:
- Enrolling for subsequent terms (at their own expense) and meeting the satisfactory academic progress definition.
 - Requesting reconsideration of aid by completing a Satisfactory Academic Appeals Form and returning it to the director of financial aid. Further awarding of financial aid will depend on the availability of funds.

6. Appeal of Financial Aid Termination

Procedures have been established to allow students on academic probation to appeal that determination. Students who elect to appeal their status must demonstrate unusual circumstances relating to their probation status. Unusual circumstances may include, but are not limited to illness, accident, death or other family difficulties.

If there are circumstances that can be documented for the term(s) in which the student's deficiencies occurred, the student may submit a completed appeal form available from the financial aid office and provide a statement and documentation as noted below.

These circumstances must be one of the following:

- Death in the family
- Medical Illness (Personal/Immediate family)
- Loss of a job
- Divorce or Separation
- Other Serious Circumstances

If an appeal is approved, re-instatement of aid does not remove the probation status; will depend on the availability of funds; and will be for only one semester. The procedures below must be followed:

A. First Appeal:

A student must indicate, in writing, to the Director of Financial Aid the reason why he did not make satisfactory progress and why financial aid should not be terminated. The Director of Financial Aid will review the appeal to determine whether or not termination of aid is justified. The student will be advised of the decision in writing. If approved, the financial aid will be reinstated for one semester.

B. Second Appeal:

If the student does not meet the stipulations of the first appeal, future financial aid will be terminated until academic standards are met. A student wishing for a second appeal may request to meet with the Satisfactory Academic Appeals Committee. The student must indicate, in writing, to the Director of Financial Aid that they wish to meet with the appeals committee. The meeting will be in person and the decision of the committee will be final.

Note: All credit hours for which a student enrolls during any semester are included as "attempted" hours, whether or not the student successfully completes the course or officially withdraws.

General Information

1. **Transfer Students:** Credit hours transferred from other institutions will be counted in total hours earned toward a degree at SCC. They will count toward the 150% maximum time frame for financial aid eligibility. Grades for transferred courses are not included in calculating a student's GPA at SCC.
2. **Course Repeats (A* B* C* D* F*):** All courses taken will be included in attempted hours, including repeated courses taken to improve GPA.
3. **Incomplete Course (I):** The credits for an incomplete course will be counted as hours attempted but not earned. A grade of I is not considered in computing grade point averages.
4. **Course Withdrawals (W):** A grade of W is not considered in computing grade point averages. These courses are counted toward attempted hours.
5. **Audited Courses (AU):** Because students do not receive credit for audited courses, these courses are not counted as hours attempted or completed. (Financial Aid will not be awarded for classes taken on an audit basis.)
6. **Developmental/Independent Study/Distance Learning Courses:** These are counted as hours attempted in determining satisfactory academic progress.
7. **Courses Taken Through Consortium Agreements:** Students attending multiple institutions simultaneously under a consortium agreement must have a transcript sent to SCC immediately after the semester ends. Credit hours for those courses will be counted in the quantitative component of the policy. If the transcript is not received from the host school, the course will be counted as an incomplete.
8. **Grade of (F):** Grades of F are used when computing the GPA, but do not qualify as successful completion of credit hours attempted.
9. **Grade of (D):** Grades of D are used when computing the GPA, but may not qualify as successful completion of credit hours if a —DII grade is disallowed by a program.
10. **Re-admitted Students:** Students who return to SCC after an absence of one semester or more will resume with the same academic status as they had previously.
11. **Academic Fresh Start:** SCC has an Academic Fresh Start procedure which allows previously earned grades to no longer be calculated in a student's GPA. However, for Title IV programs, the SCC Financial Aid Office cannot exclude the earned grades from Previous enrollment periods in determining a student's qualitative and quantitative measurement of satisfactory academic progress.
12. **Other Institutional Policies:** Southeastern Community College has established satisfactory academic progress criteria for all students. Students who receive financial aid must meet college requirements in addition to the financial aid requirements previously described.

Professional Judgment Policy

The Higher Education Act of 1992 allows financial aid administrators to make professional judgment decisions when there are special or unusual family or student circumstances that may call for adjustments in determining a student's eligibility for financial aid.

Circumstances requiring professional judgment must be analyzed on a case-by-case basis. These circumstances must be documented. Professional judgment adjustments may increase or decrease a student's expected family contribution (EFC) or cost of attendance. Specified adjustments may be made to data elements, but not to the federal methodology formula. Adjustments made will apply to all institutional, state and Title IV aid awarded. Circumstances which may warrant a professional judgment decision include, but are not limited to the following:

1. **A change in income of the student's family that would affect the family's ability to pay for college expenses.** Examples would be loss of employment, loss of untaxed benefits, a separation or death. Documentation required: Income Reduction Certification.
2. **Student requests consideration as an independent student.** Under unusual circumstances such as abuse or abandonment, students will be asked to document why parental information should not be used. The student should make an appointment with the director of financial aid.
3. **Excessive medical expenses.** Documentation required: Verification of medical expenses paid by family from doctors, hospitals, etc. or copy of tax return verifying itemized deductions, showing medical expenses.
4. **Other unusual expenses or circumstances.** This may include high transportation costs, school expenses, housing costs, day care expenses, or other unusual expenses or circumstances not described in our policy. The student and/or parent should make an appointment with the director of financial aid. Any required documentation must be complete before approval will be considered. Documentation of professional judgment decisions will be maintained in the student's folder. Professional judgment situations are unique. Circumstances other than those listed may require documentation specific to the situation. The Director of financial Aid has the final authority to make professional judgment decisions.

Financial Obligations and Business Relationships

The accountability of the college for its various fiscal and business relationships with students is dictated in part by

the regulations governing the college and in part by its desire to encourage students to maturely and responsibly meet their commitments in these areas. The college assumes no responsibility for, nor acts in the collection of, privately incurred debts or obligations involving students in relationships with parties outside the college.

1. Diplomas, transcripts of records, letters of honorable dismissal, or permission to register for the succeeding semester are withheld from students who have unpaid bills or loans due the college or who have not made arrangements acceptable to the Business Office for the discharge of such responsibilities. Examples include unpaid loans, library fines, bookstore charges, and parking fines. Grades also are withheld from students who have not returned equipment, supplies, or any college property on loan to them from official college offices.
2. Charges for damage to college property are billed to the individual or group responsible for such damage at the standard rate established by the college for repair or replacement.
3. Charges and fines owed for violations of the college's motor vehicle regulations are viewed as charges owed to the college. In addition to the sanctions listed above, these charges, if unpaid, may result in denial of permission to register a motor vehicle.
4. All sales or solicitations not properly approved in advance by the Student Government Association (SGA), the vice president of student development and technology services, and ultimately the president, are prohibited. Failure to secure such authorization may subject students to whatever corrective or compensatory costs are judged appropriate and may make them liable for probation or such lesser penalty as may be appropriate to the nature of the act.

Foundation Scholarships

More than 60 privately funded scholarships are offered through the SCC Foundation, Inc. These scholarships must be applied for independently of financial aid. A list of scholarships and application guidelines may be viewed online at www.sccnc.edu under the financial aid category, where an application may also be accessed.

Fundraising and Soliciting

College buildings or campus spaces may not be used to raise funds for individuals or organizations except for officially recognized college projects or organizations that have obtained prior approval from the president or his/her designee. Classes, clubs, or other college groups planning to solicit contributions or to sell goods or services must obtain a Solicitation Request Form from the office of the student activities coordinator and return the completed form to that office for the approval of the coordinator, then the executive dean of institutional advancement, and then the president, who has final approval.

Identification (ID) Cards

All curriculum students must obtain an SCC photo identification (ID) card. The ID Card also serves as a library card. Students must present a valid driver's license or state issued ID card and their class schedule at the time the ID card is made. Cards are issued in the Student Activities Office at registration and as needed.

SCC ID cards must be carried at all times while on campus, and under no circumstances should they be altered or lent to another person. Presentation of the ID card may be required for identification or participation in various student activities or events. Persons who do not have proper identification may be asked to leave campus. Students who withdraw before the semester ends must turn their ID cards in to the Registrar's Office.

Lost ID cards must be replaced, and a fee of \$5.00 is charged for each duplicate card. Students will need to pay in the fee at the Business Office and bring the receipt to the Student Activities Office in order to have their ID card replaced.

Inclement Weather

In the event the college experiences closings or delays, information regarding the closing or delay will be posted on the SCC web site and announced on local radio and television stations. Text and voice recordings will be sent to students and employees who have registered with AlertNow. You may also call the college's automate phone system (910-642-7141) and listen to the voice message for information.

Insurance

Low-cost student accident insurance is required of all curriculum students for a fee of \$1.25 per semester (fee subject to change by the insurance company). Malpractice insurance is required of students enrolled in all allied health programs that have a clinical lab.

JobLink Career Center

The Columbus County JobLink Career Center provides job seekers and employers easy access to a wide array of employment and training services. FREE services available include career and personal assessments, employment readiness preparation, short-term skills training, job placement assistance, résumé preparation, and career counseling. The Center administers grants for Workforce Investment Act (WIA) adult, dislocated worker, and out-of-school youth as well as a state-funded Displaced Homemakers grant.

Students and job seekers have access to the Career Resource Room for extensive career exploration and job search efforts. Customers also have access to representatives from the Employment Security Commission, Vocational Rehabilitation, Telamon

Corporation, Commission of Indian Affairs, and Job Corp. Located in A Building, the Center is open Monday – Thursday, 8 a.m. to 5 p.m.; Friday 8 a.m. to 3:30 p.m., and Tuesday until 8 p.m.

Library

The library is a 12,000 square foot single-story building with spacious reading and study areas, as well as several rooms for student study groups. The library collection includes books, magazines, newspapers, audiovisual materials, computers, and various other resources including subscriptions to online databases. Students should contact the library staff for passwords to access the online resources off-campus. Passwords should not be needed when accessing the library online resources on-campus. Materials placed on reserve by faculty for certain classes are located at the circulation desk. Students needing resources not owned by the library should ask the staff about interlibrary loan services. The library is located in L-Building.

Students also use their SCC photo identification (ID) card as their library card. To become a registered library patron, new students must present their ID card at the circulation desk. Once this process is complete, students can check out materials, place holds, and sign up to use computers in the library. Returning students should use the photo ID previously issued to them. Students should report lost cards immediately.

Locating of Students on Campus

For emergency situations, persons who either come to campus or telephone the college needing to locate a student on campus should contact the switchboard operator in A Building. The switchboard operator notifies a campus security officer. The campus security officer delivers the message to the student.

Lost and Found

Lost Items

Students should check for lost items with the Student Activities Office (A-Building) or college receptionist (A-Building Lobby).

Found Items

Students should turn in found items to the Student Activities Office (G-building). Articles not claimed within 30 days are given to an appropriate charity.

Parking and Traffic

All students taking at least one course on campus must display parking permits on their vehicles according to the directions printed on the permits. The SCC Business Office issues parking permits to students, staff, and faculty through the receptionist in the lobby of A-Building. These permits are not transferable to another person or car. If for some reason, individuals have to drive a

substitute car without a permit, they should advise the security officer or the receptionist in the A-Building lobby as soon as they arrive on campus. Student vehicles are not allowed in parking spaces reserved for visitors, faculty, or staff. Vehicles that are double-parked, parked on the grass, blocking a driveway, parked over the designated parking lines, or disrupting an orderly flow of traffic are subject to a fine and may be towed away at owner expense.

General Information

These regulations constitute SCC's traffic code and are applicable to students, all members of the faculty and staff, and any other persons operating a motor vehicle on college owned property. These regulations are in effect and enforced at all times.

1. The college reserves the right to regulate the use of any and all of its vehicle-parking facilities, including:
 - a. Denying vehicle-parking privileges to any individual and/or groups of individuals.
 - b. Reserving vehicle-parking facilities for the exclusive use of selected and designated individuals and/or groups.
2. The responsibility for locating legal parking spaces rests with operators of motor vehicles. Lack of parking space is not considered a valid excuse for violating any parking regulation.
3. The fact that persons park and observe others parked in violation of the regulations without receiving a citation does not mean that the regulation is no longer in effect.
4. The college reserves the right to change these regulations and to add, remove, or reallocate parking spaces as the need arises. These changes, if any, are effective with the posting of signs and/or markings as appropriate and are emailed to students via *Rammail*.

Vehicle Registration

1. Operators must keep their vehicles properly registered with the college at all times.
2. Only current vehicle permits are to be displayed according to the location specified on the permits. Vehicle permits must be removed from vehicles when they are sold or traded. Persons who have registered vehicles with the college are held responsible for all traffic violations involving those vehicles on campus.
3. The switchboard operator in the lobby of A-Building must be notified of any changes in ownership or changes in license tag numbers of any vehicles registered for operation on campus.
4. Driving or parking on lawns or other areas of the campus where streets and/or parking lots are not provided is prohibited.
5. Pedestrians are given the right-of-way at all cross walks.
6. All accidents involving motor vehicles that occur

on college property must be reported immediately to Campus Security and to the vice president of operations and finance.

7. Vehicles illegally parked or abandoned on campus may be towed away and placed in commercial storage. Towing and storage charges are the responsibility of the vehicle owner.
8. Parking on or over lines used to separate parking spaces is a violation.
9. Individuals with repeated violations may be banned from driving or parking on campus.

Driving and Parking

All regulations embodied in the General Statutes of North Carolina governing and regulating vehicular traffic are applicable to and are enforced on the college campus. In addition, the following regulations, which are unique to this institution, are enforced:

1. Vehicles may not be parked in "No Parking" zones at any time.
2. The maximum speed limit on all campus streets is 20 miles per hour unless otherwise posted.
3. Movement of traffic along the campus streets must not be obstructed by vehicles stopping in the streets or in parking lots for any purpose other than parking.
4. Driving or parking on lawns or other areas of the campus where streets and/or parking lots are not provided is prohibited.
5. Pedestrians are given the right-of-way at all crosswalks.
6. All accidents involving motor vehicles that occur on college property must be reported immediately to Campus Security and to the vice president of operations and finance.
7. Vehicles illegally parked or abandoned on campus may be towed away and placed in commercial storage. Towing and storage charges are the responsibility of the vehicle owner.
8. Parking on or over lines used to separate parking spaces is a violation.
9. Individuals with repeated violations may be banned from driving or parking on campus

Participation in Promotional Activities

For its promotional activities through media such as broadcasts, multimedia productions, cable casts, the Internet, or closed circuit exhibitions, the college frequently uses student likenesses, words, or biographical materials. Unless students expressly prohibit the college from using their images or voice/statements, the college assumes implied authorization. For students to revoke this authorization, they must complete a form located in the office of the communications specialist.

Photocopying

Photocopying services are available through a coin-operated copier in the college library.

Printing in Instructional Labs

The college has purchased print control software in an effort to control instructional lab printing cost. The software will intercept all instructional lab printing jobs and require a valid login ID and PIN prior to the job printing.

Since you will need a login ID and PIN in order to print, the college standard for student login and password/PIN will be utilized. The college's standard for your login ID is your first, middle, and last name initials plus the last four (4) digits of your Datatel ID number (available on your college ID card below your name). Your initial PIN will be the first, middle, and last name initials plus your two (2) digit birth month, your two (2) digit birth day and two(2) digit birth year. So if your name was John Joe Smith, your Datatel ID number was 1234567, and you were born January 15, 1982, then your login ID would be jjs4567 and your initial PIN would be jjs011582. As per policy, you will be forced to change your PIN the first time you print. Please

remember to select a PIN that is sufficient to protect your printing resources and keep both it and your login ID secure. It is recommended that you change your PIN number as-soon-as possible in order to better secure your printing resources. That can be done by clicking on All Programs from the Windows task bar and then on CZ Solution and Change PIN.

The college will upload all curriculum students' login ID's and PIN's daily during the first week of classes each semester. Student information will be uploaded again at the beginning of the 2nd seven week session. The college has dedicated a portion of your technology fee for printing, which means that you will start the semester with an initial printing balance of \$4.50. Black and white printing will be charged against your printing account at \$.05 per page and color printing will be charged at \$.13 per page. Your initial printing balance will allow you to print 90 pages in black and white before having to purchase additional printing from the cashier's office. You must purchase additional printing in blocks of 100 pages at a cost of \$5.00/block. Unused printing funds will not carry over to the next semester and will be deleted after the end of the semester.

You may get assistance with Login ID and PIN issues from the following:

- Lab Technician in Cartrette Building room 135 and B-Building room 110.
- Director of Learning Technologies in Cartrette Building room 162
- IS Technicians in A-Building room 226

- Director of Information Technology in A-Building room 215

- System Administrator in A-Building room 216

In order to protect your printing resources, the assistant will require you to produce a picture ID, preferably your student ID, prior to assisting you.

Publications

The Southeastern Community College Student Handbook is published as a supplement to the SCC Catalog. Both documents contain important information about the opportunities and services offered by SCC as well as the procedures and regulations to be followed. The Handbook provides details about campus services and procedures, advisement, and student organizations. It also contains student rights and responsibilities, grievance procedures, and campus regulations.

The Catalog describes academic programs, procedures, and degree requirements; continuing education programs; and special programs. It also contains course descriptions and gives information on college admissions procedures, costs, financial aid programs, student services and activities, college facilities and community outreach programs.

Because students are responsible for the information in the Catalog and the Handbook, they should familiarize themselves with both publications.

Residency

North Carolina residents are eligible for a lower tuition rate than non-residents. The controlling North Carolina statute (G.S. 116-143.1) states that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his/her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the State of North Carolina does not automatically qualify students for the in-state tuition rate. Out-of-state students' tuition paid by an in-state employer will be charged at the in-state rate.

Residency status is determined by the Registrar. Students are notified of their classification by letter. If students do not agree with the classification, they have 14 days to appeal the decision to the Campus Residency Committee (the Registrar, the Vice President of Student Development and Technology Services, and the Vice President of Operations and Finance). The Committee hears the appeal and notifies the students of the decision by letter. Students then have an additional 14 days to appeal to the State Residency Committee. This procedure is explained in the Residency Manual, which is available in the Office of the Vice President of Student Development and Technology Services. Appeals must be made within the semester in which the residency classification occurs.

Retired & Senior Volunteer Program (RSVP)

RSVP enhances the lives of adults 55 years of age and older by providing them with meaningful volunteer opportunities. RSVP volunteers work in a variety of areas, including childcare, crime prevention, literacy, nutrition, disaster preparedness and response, and health care.



Volunteerism is an excellent way to learn new skills, practice what is learned in the classroom, and open doors for your career path. The RSVP office is located in M-Building, Room 116.

Fast Facts about RSVP

- Volunteers receive free supplemental liability insurance while participating in an assigned volunteer activity.
- Volunteers have traveled to Hawaii, Alaska, Virginia, South Carolina, and the Grand Canyon, through affordable group trips.
- Volunteers develop a community of friends and support.
- Research shows that an active individual is happier and healthier.
- There are NO FEES to participate in RSVP.
- Volunteer as LITTLE or as MUCH as YOU have time.
- Very little paperwork to report your monthly activities.
- A lifetime of fun and friendship!

Service Learning

Service-learning offers a unique opportunity for America's students to get involved with their communities in a tangible way by integrating service projects with classroom learning.

Service-learning engages students in the educational process, using what they learn in the classroom to solve real-life problems. Students not only learn about democracy and citizenship, they become actively contributing citizens and community members through the service they perform.



Service-learning can be applied across all subjects and grade levels; it can involve a single student or group of students, a classroom or an entire school. Students build character and become active participants as they work with others in their school and community to create service projects in areas like education, public safety, and the environment. Service Learning promotes learning through active participation in service experiences by:

- Providing structured time for students to reflect by thinking, discussing and/or writing about their service

experience,

- Providing an opportunity for students to use skills and knowledge in real-life situations,
- Extending learning beyond the classroom and into the community, and,
- Fostering a sense of caring for others

Because of its connection to content acquisition and student development, service-learning is often linked to school and college courses, and inspires these educational organizations to build strong partnerships with community-based organizations. Service-learning can also be organized and offered by community organizations with learning objectives or structured reflection activities for their participants. Whatever the setting, the core element of service-learning is always the intent that both providers and recipients find the experience beneficial, even transforming.

There is no cost to participate in Service Learning. To learn more, visit the Volunteer Center located in M-Building, Room 116.

Student Absences and Official College Events

Students who miss class because of participation in official college functions must notify their instructors prior to the absence. Under normal circumstances, absences should not result in the student's total absences exceeding the maximum allowed by the course syllabus. If, however, absences result in a violation of the class attendance policy, then students must obtain written approval from the class instructor in order to be eligible to participate in the official college function. Students who are excused from their class (es) for an off-campus activity are responsible for any work missed during their absence.

Student Government Association

Social development is an important part of campus life. The Student Government Association (SGA) and student clubs sponsor luncheons, community activities, cookouts, dances, student competitions, pageants, talent shows, and other events. SCC also provides an annual Fine and Performing Arts Series, free lectures and programs by well-known personalities, multicultural festivals, Earth Day celebrations, academic awards day, intercollegiate athletic programs, video presentations, and other activities. All students are encouraged to participate in these activities.

Students receive practical experience in responsible citizenship by participating in a program of self-government through the SGA. The SGA is composed of curriculum students taking eight credit hours or more at SCC.

Officers

Officers and senators are elected each year. The SGA consists of a president, vice president, and secretary and includes five sophomore senators (two business and technology students and three arts and sciences students) and eight freshman senators (two allied health students, two business and technology students, and four arts and sciences students). Persons desiring to run for any office should check the SGA Constitution in the Student Activities Office for qualifications and procedures for filing. Election dates and filing deadlines are announced in the spring and fall via *Rammmail*.

It is important that students vote in SGA elections, participate in student activities, express interest in and take the initiative to run for student government offices, and convey their opinions about student government to their SGA representatives.

Voting Procedures

1. All students who have an active SCC ID card are eligible to vote.
2. Students must sign in order to receive a ballot.
 1. Students fill out only one ballot.
2. All votes are sealed and locked until they are ready to be counted.
3. Only Student Activities staff members count votes.

At least two people must be present during the counting of the ballots.

1. Ballots must be counted no later than the morning after completion of the voting process.
1. In the event of a tie, a run off is held within three days.
2. If unforeseen circumstances occur and complicate or hamper the voting process, another vote must be held within three days.

Student Lockers

Although students use assigned lockers temporarily, the lockers are the property of the college and subject to the following regulations:

1. The college reserves the right to have a periodic college-wide inspection of all lockers for the purpose of keeping lockers clean and ensuring that they are being used properly and do not contain any materials that are undesirable or illegal.
2. The college also reserves the right to inspect any given locker when the administration or a faculty member has reasonable grounds for suspicion that the locker is not being used for its intended purpose.
3. Two members of the faculty or staff jointly conduct any inspection of lockers. Further, inspection of any single locker on the grounds of reasonable suspicion always occurs in the presence of the student, if possible. The intended purpose of the lockers is to provide a place of safekeeping for student clothing, books, and other personal items. However, the college does not accept responsibility for loss or theft of student property left in

the lockers. Lockers are not a place of safekeeping for food, drink, pornographic material, or contraband of any kind.

Student Organizations

The college encourages the formation of student organizations in order to provide as many students as possible with opportunities to organize according to their interests, to interact with one another, and to derive the benefits of other members' experiences and resources. However, no organization that limits membership based on fees that may be beyond students' means or based on race, color, sex, creed, or social class shall be a part of the college.

In order for student organizations to become chartered as official college organizations and to be eligible to receive funding from the SGA, they must comply with the Guidelines for Chartering Student Organizations available from the vice president of student development and technology services or the coordinator of Student Activities and in the library.

Guidelines for Chartering

Student organizations submit the following to the vice president of student development and technology services when they are chartered:

- The name of the organization
- A list of non-college affiliations
- A purpose statement of the organization
- A statement from at least one college employee agreeing to serve as advisor to the organization
- The specific criteria for membership
- An itemized list of all dues and/or fees that the organization requires of members and prospective members
- A copy of the constitution and by-laws of the Organization

Procedures for Handling Funds

All chartered student organizations funded in part by the SGA utilize the procedures established by the Business Office for college departments and organizations. Student organizations soliciting funds in the name of the college must deposit these funds through the Business Office. Participating members that pay organizational membership fees directly to a state or national organization do not need to deposit these fees with the Business Office. The executive dean of institutional advancement and the president must approve any solicitation of funds, goods, or services.

Student Activities Sponsored by Campus Organizations

Groups sponsoring special activities make arrangements for these activities through the organization's advisor. Contact the Student Activities Office for more information. All events on or off-campus using the name of

Southeastern Community College or implying such sponsorship must have the advance official approval of the SGA and the vice president of Student Development and Technology Services. Notices of club meetings, special campus events, and other activities are emailed via *Rammail*.

Chartered Organizations

The following organizations have been chartered: For more information about these organizations, students should refer to the SCC Catalog.

- | | |
|-----------------------------|------------------------|
| * Ambassadors | * Massage Therapy Club |
| * Art Club | * Medical Laboratory |
| * Chess Club | Technology Club |
| * College Choir | * Phi Beta Lambda |
| * Computer Club | * Phi Theta Kappa |
| * Cosmetology Club | * Science Club |
| * Criminal Justice Club | * Spanish Club |
| * Early Childhood Club | * Student Government |
| * Environmental Action Club | Association |
| * Forestry Club | * Student Nurses' |
| * Let's Get Down Dawg | Association |
| Yoga Club | |

Student Records

The registrar is responsible for maintaining the cumulative records of current and former students.

Access

The Family Education Rights and Privacy Act, FERPA," (amended by S.J. Res. 40) gives students the opportunity to inspect their educational records and, if they wish, to challenge the content of their records. Parents of dependent students also have the right to inspect their children's records.

The college presumes that parents of students who have not yet reached the age of 21 and who are currently attending the college claim the students as dependents for tax purposes. Students at the college who are at least 18 years of age and who do not want their parents to have access to their cumulative records must so inform the registrar of the college and prove that they are not tax dependents of their parents. If parents of current students or former students who are at least 18 years of age wish to inspect and review their children's cumulative records, they must prove to the registrar that they claim the students as dependents for federal income tax purposes.

Parents or eligible students who wish to inspect and review cumulative records must submit requests in writing to the registrar of the college. When he/she receives written requests for review of the records from parents or students who have a right to inspect the records, the registrar schedules the review. The review date should be as early as possible but never later than 20 days after the

request was made. The inspection and review are made in the Registrar's Office or at another designated location. A college official competent in interpreting student records is present to explain the implications of the records that are examined. Procedures on hearings to correct inaccuracies, disclosure to persons other than parents or students, and waiver of rights are on file in the Office of the vice president of student development and technology services and the Registrar's Office.

The college may release student directory information upon request, unless students indicate to the Registrar's Office in writing that their information should not be released. Such information includes the student's name, address, telephone number, date and place of birth, major field of study, dates of attendance at SCC, degrees and awards (including honor roll status), and most recent previous school attended. Academic and disciplinary records are not released without the written consent of students.

Student Representation on College Committees

Students have many opportunities to serve on various college committees. College committees with both faculty and student representation include Grievance, Diversity, Vision/Mission/Goals Council, T. Elbert Clemmons, and Athletics, as well as various faculty and staff selection committees and other special committees. The SGA President, by virtue of the office, is a non-voting member of the college's Board of Trustees.

Student Right-To-Know

The Student Right-To-Know Act requires institutions to disclose graduation rates for all first-time diploma or degree-seeking full-time students. The graduation rate for SCC is 11 percent compared to the North Carolina Community College system rate of 14 percent. (Source: 2009 North Carolina Community College Critical Success Factors Report)

Telephones

For student's convenience, pay phones are located outside A-Building, T-Building, and the Student Center. Office phones and the Switchboard phone are not for student use.

Transcripts

Students who wish to have an official transcript mailed to another institution or potential employer must complete a Transcript Form, which is available in the Registrar's Office or on the college web site at www.sccnc.edu. There is no charge for transcripts, and the processing time is three days.

Tuition Refunds

Tuition refunds are made only under the following circumstances:

- A full refund will be made if the college cancels a class.
- A pre-registered curriculum student who officially withdraws from a curriculum class or from the college before the first day of the semester may request a 100% refund.
- A 75% refund may be made if a student officially withdraws from a curriculum class on or before the 10% point of the semester.
- Students who fail to follow proper withdrawal procedures forfeit all refunds.

Tutoring

Free tutoring in any course is available to all SCC students. There are Peer Tutors, Professional Tutors, and SCC Faculty that tutor in the Academic Skills Lab. Students should call 642-7141, extension 357 or come by the Academic Skills Lab in M-107.

Use of College Facilities

The auditorium and related premises are used only for purposes consistent with the Statement of Institutional Purpose. With the exception of the Business and Industrial Skills Center (T-Building), requests for the use of college facilities should be made through the Office of the Vice President of Curriculum Instruction. Requests for use of T-Building should be made through the Office of the Vice President of Continuing Education and Economic Development. Generally, the use of these buildings is considered on a first-come, first-served basis.

Volunteer Center

The Columbus County Volunteer Center assists students by providing meaningful volunteer opportunities. Students are matched to volunteer service opportunities in Columbus County based on their interest and abilities.

Volunteer experiences can enhance your student career by:

- applying practical experience to what is learned in the classroom
- helping to accomplish a classroom or homework assignment requiring community service or volunteerism
- providing experience in the field for which you are studying

Other benefits of volunteerism:

- strengthen college applications
- enhance employment resumes
- open doors for your career path
- meet leaders in the area for which you would like

to work

- enjoy the feeling that you have helped someone learn new skills

There is no cost to use the placement services of the Volunteer Center. The Volunteer Center is located in M-Building, Room 116.

Weapons on Campus

According to North Carolina General Statute #14-269.2, persons carrying, either openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by the college may be convicted of a Class I felony. Persons carrying either openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property or to a curricular or extracurricular activity sponsored by the college may be convicted of a Class G felony. Also, persons carrying, wither openly or concealed, any BB gun, stun gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack or metallic knuckles or fireworks on educational property may be convicted of a Class 1 misdemeanor.

No person is guilty of a criminal violation of this section as long as both of the following apply:

1. The person comes into possession of a weapon by taking or receiving the weapon from another person or by finding the weapon.
2. The person delivers the weapon, directly or indirectly, as soon as practical to law enforcement

Tuition and Fees Schedule

2011-2011

In State				Out of State		
Credit Hour	Tuition	Fees	Total	Tuition	Fees	Total
1	66.50	33.50	100.00	258.50	33.50	292.00
2	133.00	33.50	166.50	517.00	33.50	550.50
3	199.50	33.50	233.00	775.50	33.50	809.00
4	266.00	33.50	299.50	1034.00	33.50	1067.50
5	332.50	33.50	366.00	1292.50	33.50	1326.00
6	399.00	33.50	432.50	1551.00	33.50	1584.50
7	465.50	33.50	499.00	1809.50	33.50	1843.00
8	532.00	49.50	581.50	2068.00	49.50	2117.50
9	598.50	49.50	642.00	2326.50	49.50	2376.00
10	665.00	49.50	714.50	2585.00	49.50	2634.50
11	731.50	49.50	781.00	2843.50	49.50	2893.00
12	798.00	49.50	847.50	3102.00	49.50	3151.50
13	864.50	49.50	914.00	3360.50	49.50	3410.00
14	931.00	49.50	980.50	3619.00	49.50	3668.50
15	997.50	49.50	1047.00	3877.50	49.50	3927.00
16	1064.00	49.50	1113.50	4136.00	49.50	4185.50

Policies

Copyrights

College employees and students are expected to comply with Title 17 of the United States Code, entitled "Copyrights," amended by P.L. 94-553, dated October 19, 1976, and revised by the Copyright Act of 1976, effective January 2, 1978, and all subsequent amendments to the act. Information regarding this law is available through the college librarian and at <http://www.copyright.gov/title17/circ92.pdf>.

At Southeastern Community College sensitive data and original works in all media are treated in accordance with copyright, trademark and patent law. The college expects employees and students to adhere to the law stated above. Generally, the "Fair Use" policy below will ensure adherence in an educational institution:

Fair Use Guidelines

General

Employees and students may use certain copyrighted materials if the reproduction falls within the "fair use" guidelines. Fair use is the privilege extended to others to use copyrighted materials without the owner's consent.

The following factors are used in determining whether the use of copyrighted materials constitutes fair use:

The purpose and character of the use. In general, using copyrighted material for nonprofit educational purposes is offered greater protection than copying for commercial purposes.

The nature of the copyrighted work. Purely informational works may not be protected to the same degree as creative works.

The amount and substantiality of the portion used in relation to the copyrighted work as a whole. A short excerpt generally raises fewer problems than a wholesale reproduction.

The effect of the use upon the potential market for or value of the copyrighted work.

If the copyrighted materials to be used are not addressed in this policy, the "fair use" guidelines should be consulted. If the "fair use" guidelines cannot be met, the instructor shall request copyright permission in writing, according to the instructions available in the Library.

Specific Application of Fair Use Principle Each employee of the college shall become familiar with the basics of copyright law as outlined in this policy.

Printed Materials

1. Under the "fair use" guidelines an instructor may make a single copy of the following:

- A chapter from a book.
- An article from a periodical or newspaper.
- A short story, short essay, or short poem, from collected work or other source.
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

2. In order to make multiple copies, the tests of brevity, spontaneity and cumulative-effect must be met. In addition, the copies cannot exceed one per student in the class and must contain an appropriate notice of copyright on each distributed copy:

The brevity test allows the copying of the following: a complete poem if it is less than 250 words and printed on not more than two pages; an excerpt from a longer poem, not to exceed 250 words; a complete article, story, or essay, not to exceed 2,500 words; an excerpt from a prose work, not to exceed 1,000 words or 10 percent of the work; and, one chart, graph, diagram, drawing, cartoon, or picture per book or periodical.

The spontaneity test requires that the copying be the instructor's idea and there be too little time after the instructor decided to use the material to request and receive permission from the copyright owner. The cumulative-effect test provides that the copying may be for use in only one course; during any class-term, not more than two excerpts or one entire short poem, article, story, or essay may be copied from one author nor more than three excerpts from a given periodical or collection; and there may be no more than nine instances or multiple copying per class term, per teacher. The second and third limitations do not apply to current news periodicals, newspapers, or current news sections in other periodicals.

3. An instructor may not make copies of the following:
- A copy of works to create an anthology.
 - Copies of consumable items, like workbooks, standardized tests, and answer sheets.
 - Computer Software - Federal law prohibits the unauthorized use and copying of computer software. Employees and students should check carefully for explicit guidelines in documents that accompany each software package. Periodic random software audits of selected personal computers owned by the college will be made to insure compliance with all licensing agreements. Responsibility for the audits will be assigned by the President.
 - Databases - Database material is not specifically addressed by federal law; however, employees and students shall not make copies of database material without first obtaining permission.

Audiovisual Materials

1. *Television programs* - All commercial television or cable channels, including PBS, have copyright

protection for all programming. The following guidelines govern the short-term use of off-air recording without the producer's permission:

Off-air recorded programs may be held for a period not to exceed 45 days from broadcast, except for PBS broadcasts which may not be retained for more than seven (7) days. At the end of the prescribed time period the recording must be destroyed unless written permission (license) from the producer has been granted.

A program recorded off-air may be shown in class for instructional purposes twice during the ten (10) school days following the broadcast. During the remainder of the 45 day holding period described above, the instructor may use the program for personal evaluation only. A program may be recorded only once by an instructor, regardless of the number of television broadcasts of the program.

The recording of a television program may be reproduced to meet the legitimate needs of instructors. Each copy is subject to all provisions governing the original recording.

Off-air recordings need not be used in their entirety. The sequence of use, however, must follow the order of the program, and the recording may not be altered.

All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

2. *Videorecordings* - Privately purchased or rented videorecordings may not be used for instructional purposes without obtaining permission of the producer or publisher. Such items rented through the College may be shown at the College.
3. *Music* - The following guidelines shall be adhered to:

For purposes other than performance, a single copy of excerpts of printed material, not to exceed ten (10) percent of a whole musical composition or, in any case to constitute a performable unit of a work such as a movement or aria, may be made. Multiple copies of excerpts not to exceed one copy per student may be made. The copies must include the copyright notice.

Sound recordings to be used in class must be ordered through from an educational supply source that has the authority to sell the college a sublicense to use the recordings for instructional purposes.

4. *Other Audio and/or Visual Materials* - Federal law

prohibits reproduction, change, or use of any other audio and/or visual materials, including but not limited to compact discs, cassette tapes, reel-to-reel tapes, phonograph records, films, filmstrips, slides, microfilm microfiche, posters, diagrams, charts, pictures, prints, and sculpture when the reproduction, change, or use does not conform to "fair use" standards.

Procedural Guidelines

When requesting the copying of materials from college printing and audio/visual services, the individual requesting will certify that the material is one of the following:

- Not copyrighted material
- Copyrighted, but copying is within fair use guidelines
- Copyrighted material with permission to copy from owner attached

All faculty and staff will sign a form annually to be provided by the vice president of student development and technology services that they have read and understood the above policy.

Drug and Alcohol Policy

The college's Drug and Alcohol Policy is required by the Drug-Free Workplace Act. This act requires that agencies receiving federal grants certify that they are providing a drug-free workplace. The users of drugs or alcohol may impair the well being of all employees, students, and the public at large; drug and alcohol uses may also result in damage to college property. Therefore, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities. Employees or students violating this policy are subject to disciplinary action up to and including referral for prosecution, expulsion, or termination. This policy applies to both students and college employees. The specifics of this policy are as follows:

1. The college does not differentiate between drug users and drug distributors. Employees or students who possess, use, sell, give, or in any way transfer a controlled substance to other persons or manufacture a controlled substance while in the workplace, on college premises, or as part of any college-sponsored activity are subject to disciplinary action up to and including referral for prosecution, expulsion, or termination.
2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the General Statutes. Generally, these are drugs that have a high potential for

- abuse. Such drugs include, but are not limited to, "crack," PCP, cocaine, marijuana, and heroin. They also include legal drugs that are not prescribed for individuals by licensed physicians.
3. If employees or students are convicted of violating a criminal drug statute while in the workplace, on college premises, or as part of a college-sponsored activity, they are subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require employees or students to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.
 4. Employees or students are required to inform the college in writing within five days after they are convicted for violation of any federal, state, or local criminal drug statute when such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of no lo contendere) or the imposition of a sentence by a judge or jury in a federal or state court.
 5. Convictions of employees (including student employees as defined below) for violating drug laws in the workplace, on college premises, or as part of a college-sponsored activity are reported to the appropriate federal agency. Students employed under the college work-study program are considered to be employees of the college if the work is performed for the college. For work performed for a federal, state, or local public agency or for a private nonprofit or a private profit agency, students are considered to be employees of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer. The vice president of operations and finance must notify the U.S. government agency with which the grant was made within ten days after receiving notice from employees or otherwise receiving actual notice of violations of a criminal drug statute occurring in the workplace. The college takes appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
 6. Employees or students who unlawfully possess, use, sell, or transfer alcoholic beverages to any person while in the workplace, on college premises, or as part of any college sponsored activity are subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
 7. If employees or students are convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college-sponsored activity, they are subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require employees or students to successfully finish an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.
 8. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes.
 9. Employees or students are required to inform the college in writing within five days after they are convicted of violating any alcoholic beverage control statute when such violations occurred while in the workplace, on college premises, or as part of any college-sponsored activity.
 10. Visits to the campus by the Columbus County Canine Unit may occur on a random, unannounced basis. Persons found possessing illegal drugs or alcohol may be arrested by local authorities. The Columbus County Sheriff's Department is called immediately, and violators are removed from the campus.
- ## Health Risks Associated with Alcohol and Drug Abuse
- ### Alcohol
- Alcohol is a drug. It is a depressant that is absorbed into the bloodstream and transmitted to virtually all parts of the body. The impact of alcohol varies among individuals. However, even moderate doses of alcohol reduce physical coordination and mental alertness, making certain activities, such as sports or driving, dangerous. Larger doses of alcohol cause staggering, slurred speech, double vision, sudden mood swings and unconsciousness. Drinking to excess in any situation is poisoning the body. In addition, heavy drinking and binge drinking (multiple drinks at one sitting) may result in respiratory arrest and death. Long-term heavy drinkers increase their risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage. Heavy drinkers also may become hooked on the drug and die if it is withdrawn too quickly.
- ### Cocaine
- Cocaine is a stimulant that is short lasting. In its crystalline form, cocaine is most often inhaled through a tube directly into the nasal passages, passing quickly into the brain. It can be smoked or injected. Free basing involves removing the hydrochloride and other additives by introducing a strong alkali and ether to the crystalline cocaine and heating it to its evaporation point. The cocaine base that remains is then smoked, sending the drug almost instantaneously to the brain. However it is introduced into the body, the drug's immediate effect is to create a high that is often described as orgasmic or euphoric. It creates increased alertness, suppresses appetite, and temporarily relieves depression.

Studies indicate that cocaine's effect on both body and psyche are dangerous and some damage may be irreversible. The least harmful effects are the painful nosebleeds and nasal erosion that result from sniffing the drug and irritating the lining of the nose. More dangerous are what are known as the "coke blues" - which are the intense downs that occur after the high and often result in the user trying a variety of other drugs or higher doses of cocaine in an attempt to relieve the physical or emotional discomfort. Personal dangers of cocaine can include damage to the respiratory and immune systems, malnutrition, seizures, and loss of brain function. Also, lower-cost forms of the drug, such as "crack," are especially addictive, making all other effects worse. This activity can lead to dependency on several drugs. There is a strong psychological dependence to "coke" which slowly accumulates as the individual builds up tolerance.

Depressants

Downers or depressants act much like alcohol and depress the central nervous system. In fact, alcohol is a depressant. Other downers include quaaludes, barbiturates, and tranquilizers. These drugs reduce anxiety, induce sleep, and promote relaxation. They are extremely dangerous when used together, such as a combination of alcohol and "ludes." The combination is synergistic and the central nervous system is often depressed so much that it causes death. Downers cause slowed response time, loss of rational judgment, and decreased coordination and motor skills. Driving skills are seriously affected causing driving to be dangerous. Adverse physical effects include permanent liver and kidney damage. Tolerance develops, as does physical dependence, producing serious withdrawal symptoms including death.

Hallucinogens

Drugs that produce hallucinations or dream-like perceptions are called hallucinogens. The most common hallucinogens are LSD (acid), mescaline (peyote), psilocybin (mushrooms), and PCP (angel-dust). These drugs have an effect that lasts 8 to 12 hours to days, depending on the potency and drug type. Sometimes panic reactions occur, producing horrifying perceptions. PCP is a particularly dangerous drug since it produces effects from euphoria to violent behavior. Although there is no physical or psychological dependence associated with these drugs, they are still considered dangerous because of their paradoxical effects. Tolerance can develop to the hallucinations and, due to the perceptual distortions, no one should drive while using any of these drugs. Since these drugs cause misperceptions, people using them can put themselves or others into dangerous, even life threatening situations.

Marijuana

This is a drug that is taken to produce a "high" or euphoric feeling and state of relaxation. The high will Demerol are synthetic opium-like compounds. These drugs relieve pain without loss of consciousness, control diarrhea, and suppress coughs. These drugs can be taken in pill form, injected or smoked. Narcotic analgesics, commonly known as painkillers, cause physical dependence to develop in a short time. Hospitalized patients may even experience minor withdrawal symptoms after spending several days on painkilling medication. Tolerance also develops quickly.

Stimulants

Caffeine is the most widely used stimulant, and it is found in coffee, tea, cola, and cold medications. Other stimulants are in the family of amphetamines, known as speed and uppers. Stimulants increase awareness, keep people awake, and depress the appetite. The short-term effects of these drugs include elevated blood pressure, nervousness, and hyperactivity. Long-term effects include insomnia, malnutrition, even acute psychosis. Many people find themselves feeling fatigued after using amphetamines. Tolerance does develop and this drug does cause psychological and some physical dependence.

Heroin

Symptoms and side effects of heroin use include loss of appetite, addiction with severe withdrawal symptoms, drowsiness, clouding of mental processes, apathy, slowing of reflexes and physical activity, infection (e.g. hepatitis, AIDS), and death from overdose.

Steroids

Effects of steroid use include liver disease, cancer, growth problems, testicular atrophy, bone fusions, acne, psychological problems, rage and uncontrolled anger, breast reduction, failure of secondary sex characteristics, sexual dysfunction (e.g. sterility, impotence), and fetal damage.

Drug Schedules

The Comprehensive Drug Abuse Prevention and Control Act was made law in 1970. Title II of this law, the Controlled Substances Act, is the legal foundation of narcotics enforcement in the United States. The Controlled Substances Act regulates the manufacture, possession, movement, and distribution of drugs in our country. It places all drugs into one of five schedules, or classifications, and is controlled by the Department of Justice and the Department of Health and Human Services, including the Federal Drug Administration.

The following contains examples of the five schedules.

Schedule I Drugs

Schedule I drugs have a high tendency for abuse and have no accepted medical use. This schedule includes drugs such as Marijuana, Heroin, Ecstasy, LSD, and GHB. Recent activists have tried to change the schedule for Marijuana citing the possible medical benefits of the drug. Pharmacies do not sell Schedule I drugs, and they are not available with a prescription by physician.

Schedule II Drugs

Schedule II drugs have a high tendency for abuse, may have an accepted medical use, and can produce dependency or addiction with chronic use. This schedule includes examples such as Cocaine, Opium, Morphine, Fentanyl, Amphetamines, and Methamphetamines. Schedule

II drugs may be available with a prescription by a physician, but not all pharmacies may carry them. These drugs require more stringent records and storage procedures than drugs in Schedules III and IV.

Schedule III Drugs

Schedule III drugs have less potential for abuse or addiction than drugs in the first two schedules and have a currently accepted medical use. Examples of Schedule III drugs include Anabolic steroids, Codeine, Ketamine, Hydrocodone with Aspirin, and Hydrocodone with Acetaminophen. Schedule III drugs may be available with a prescription, but not all pharmacies may carry them.

Schedule IV Drugs

Schedule IV drugs have a low potential for abuse, have a currently accepted medical use, has a low chance for addiction or limited addictive properties. Examples of Schedule IV drugs include Valium, Xanax, Phenobarbital, and Rohypnol (commonly known as the "date rape" drug). These drugs may be available with a prescription, but not all pharmacies may carry them.

Schedule V Drugs

Schedule V drugs have a lower chance of abuse than Schedule IV drugs, have a currently accepted medical use in the US, and lesser chance or side effects of dependence compared to Schedule IV drugs. This schedule includes such drugs as cough suppressants with Codeine. Schedule V drugs are regulated but generally do not require a prescription.

Schedule I Has a high potential for abuse. Has no medical use. Has a lack of accepted safety.	Heroin Ecstasy GHB Methaqualone Peyote Opiates (and others)	First Offense Class I Felony 4-5 Months	
Schedule II Has a high potential for abuse. Has accepted medical use with severe restrictions. Abuse may lead to physical or psychological dependence.	Cocaine Raw Opium Opium Extracts, Fluid and Powder Codeine Hydrocodone Morphine Methadone Methamphetamine Ritalin (and others)	First Offense Class 1 Misdemeanor 45 Days in Jail	Second Offense Class I Felony 4-5 Months
Schedule III Has potential for abuse, but less than Schedule I or II substances. Has an accepted medical use. Abuse may lead to limited dependence.	Ketamine Anabolic Steroids Some Barbituates (and others)	First Offense Class 1 Misdemeanor 45 Days in Jail	Second Offense Class I Felony 4-5 Months
Schedule IV Has a low potential for abuse. Has an accepted medical use. Abuse may lead to limited dependence.	Valium Xanax Rohypnol Darvon Clonazepam Barbitol (and others)	First Offense Class 1 Misdemeanor 45 Days in Jail	Second Offense Class I Felony 4-5 Months
Schedule V Has a low potential for abuse. Has an accepted medical use. Abuse may lead to limited dependence.	Over the counter cough medicines with codeine (and others)	First Offense Class 2 Misdemeanor 30 Days in Jail	Second Offense Class 1 Misdemeanor 45 Days in Jail
Schedule VI Has a low potential for abuse. Has no accepted medical use. Abuse may lead to limited dependence.	Marijuana Hashish Hashish Oil	First Offense Class 3 Misdemeanor 10 Days in Jail or Suspended Sentence	Second Offense Class 2 Misdemeanor 30 Days in Jail

Policies

Intellectual Property Policy and Procedures

The following policy determines ownership rights and responsibilities regarding intellectual property produced by a student and/or an employee of Southeastern Community College. This policy is subject to applicable state and Federal law. Although Southeastern Community College might legally claim ownership of all intellectual property created by or for it, this policy exercises that right more narrowly in order to encourage fairness and creativity.

Intellectual Property Guidelines

In this policy, the institution will define what kind of intellectual property it wants to own, if any; establish procedures by which the institution shall be notified by the creator of intellectual property within the purview of this policy; implement procedures designed to protect and promote said property; when required.

Intellectual Property Definitions

Assigned Duty is a task or undertaking pursuant to a contractual obligation, specific assignment, or directive. Assigned duty is narrower than "scope of employment." A general obligation to develop curriculum materials, to do research even if it results in a specific end product such as a vaccine, published article, or a computer program, or to produce scholarly publications is not a specific request or direction and hence is not an assigned duty. In contrast, an obligation or specific direction to develop particular teaching materials, to write a particular article, or to produce a particular computer program is an assigned duty.

Claim an Interest - A college may claim an interest in intellectual property when, pursuant to this policy, it asserts a right to ownership of the property or the right to a license for its use. A college may choose not to "claim an interest" in some forms of intellectual property that it does not want to own, even though it might legally be able to do so.

College Intellectual Property Policy Administrator - The college president shall designate an appropriate college administrator to serve as the college intellectual property policy administrator.

Copyright - A copyright assigns to the owner of copyrightable intellectual property the following five exclusive rights:

- a. to reproduce the work;
- b. to prepare derivative works or adaptations;
- c. to distribute the work by sale, rent, license, lease, or lending;

- d. to perform the work, and;
- e. to display the work.

When the college claims a license to use a copyrightable intellectual property, the license shall include all of the above rights except as otherwise provided by separate written agreement or waiver that is executed by a duly authorized officer of a college.

Copyrightable Material is any original work of authorship that is fixed in print, digital file, magnetic tape, or other tangible medium of expression coming within the definition of the U.S. Library of Congress Copyright Office.

Creator is either an inventor in the context of patentable inventions or an author in the context of copyrightable works. Creator may be assumed to be either singular or plural.

Employees are full- and part-time faculty; full- and part-time classified employees, administrative staff; and students who are paid for specific work by the college. Students may be employees for some purposes and not for others. If they are paid as student assistants, for example, they are employees. Students receiving general scholarship funds would not normally be considered employees for the purposes of this policy.

Intellectual Property includes but is not limited to any material defined within one or more of the following categories:

- a. A potentially patentable machine, product, composition of matter, process, or improvement, in any of these;
- b. An issued patent;
- c. A legal right which is part of a patent; or
- d. Anything that is copyrightable.

Some examples of copyrightable intellectual property include the following:

- a. Written Materials - literary, dramatic, and musical materials or works, published or unpublished;
- b. Courseware - lectures, printed materials, images and other items used in the delivery of a course, regardless of the physical medium of expression;
- c. Visual and/or Recorded Materials - sound, visual, audio-visual, and television films or tapes, video tapes, motion pictures or other recordings or transcriptions, published or unpublished; and
- d. Computer Related Materials - computer programs, procedures and other documents involved in the operation and maintenance of a data processing system, including program listings, compiler tapes, a library of sub-routines, user and programmer manuals, specifications, and data bases.

Net Revenues are gross receipts of anything of value including, but not limited to, cash payments, rents,

royalties, dividends, earnings, gains and sales proceeds, less all original and ongoing costs and losses paid or incurred by the college and/or the employee, in connection with the creation, marketing, and/or copyrighting or patenting of the intellectual property, including, but not limited to, direct costs of obtaining and securing copyrights or patents, indirect costs as determined by the college, and all attorney's fees.

Royalties Received are any values received including cash payments as well as the market value of any property or services received, in consideration for a transfer or licensing of any intellectual property in which a college claims an interest.

Use of College Resources

- a. **Incidental Use of College Resources** involves the normal use of office space and facilities generally available to all college employees, such as libraries, computers, equipment, and support staff and does not 1) involve the procurement of special supplies, services, equipment, or other support by the college, 2) constitute more than ten percent (10%) of the normal duty time of any administrator or classified employee in any semester, or 3) involve released or reassigned time, or 4) demand more than 20% of the normal work hours of assisting college employees in any semester. Incidental resources that are available to employees generally should not be counted in the assessment of the use of college resources or general funds.
- b. **Substantial Use of College Resources involves** 1) more than 10% of the normal duty time of any administrator or classified employee in any semester, 2) released or reassigned time from the creator's normal duties, 3) more than 20% of the work hours of assisting college employees in any semester, or 4) procurement of special supplies, services, equipment, or other support by the College. The total value of identifiable resources shall not exceed \$10,000 for a specific intellectual property. In cases where the intellectual property consists of several identifiable elements, the total resources used for all elements shall not exceed \$10,000. The value of released or reassigned time shall be based on the contract rate for adjunct faculty. The value of support staff dedicated to the creator's efforts shall be a pro rata share of their salary and benefits. The value of other resources dedicated to the creator's efforts, such as supplies, equipment and other support, shall be based on reasonable cost if an actual cost figure is not readily available. It is the responsibility of the creator to advise the college policy administrator when substantial college resources are involved in the creation of intellectual property.

- c. **Significant Use of General Funds** involves \$10,000 or more of identifiable college resources in the development of a specific intellectual property. It is the responsibility of the creator to advise the intellectual property policy administrator when significant college resources are involved in the creation of intellectual property.

Applicability of Intellectual Property Policy

This policy shall apply to employees and students of the college.

Ownership of Intellectual Property

Nothing in this policy invests ownership or any other rights in any person who produces intellectual property as the result of an unauthorized use of college resources. The college claims ownership of intellectual property produced by any college employee or student as follows:

- a. *Assigned Duty.* The college claims exclusive ownership of any intellectual property produced by a college employee when produced as a result of an assigned duty except as otherwise provided by a separate written agreement or waiver which is executed by a duly authorized officer of the college.
- b. *Incidental Use of College Resources.* The college does not claim an ownership interest or a license to use any intellectual property which was developed with only incidental use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of the college.

The creator shall own all dissertations, theses, and classroom instructional materials prepared at the creator's inspiration regardless of the physical medium of expression when such theses, dissertations or materials are produced as a result of routine teaching duties.

Further, notwithstanding the foregoing, unless there is agreement otherwise with the creator, the creator shall also own all literary works (such as poems, plays, novels, essays, musical scores, etc.) prepared as a result of the creator's inspiration unless the creator was hired, assigned or directed to create the literary work in question. The scope of ownership, however, does not include elements in the work that are created as a result of an assigned duty of a college employee, such as a computer programmer, that participates in the development of the intellectual property.

- c. *Substantial Use of College Resources.* The college claims a non-exclusive, irrevocable, royalty-free license to use intellectual property which was developed with the substantial use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a

duly authorized officer of the college. The creator shall retain ownership of the intellectual property, but shall grant the college a non-exclusive license to use the intellectual property in accordance with this policy in perpetuity. The creator's scope of ownership, however, does not include elements in the work that are created as a result of an assigned duty of a college employee, such as a computer programmer, that participates in the development of the intellectual property. The creator must advise the college's intellectual property policy administrator when the creation of intellectual property involves substantial use of college resources.

- d. *Significant Use of College Resources.* The college claims an exclusive ownership interest in any intellectual property which was developed with the significant use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college. The creator must advise the college's intellectual property policy administration when the creation of intellectual property involves significant use of college resources.

Student-Developed Intellectual Property Materials

Except as otherwise provided by separate written agreement or waiver that is executed by a duly authorized officer of the college or if the intellectual property produced is covered under the college's "Live Project Policy", the college

- a. Does not claim an ownership interest in intellectual property produced by a student provided that the production of the intellectual property is not an assigned duty and it involves only incidental use of college resources. The college does, however, claim the right to use student intellectual property for its internal educational and administrative purposes.
- b. Claims a non-exclusive, irrevocable, royalty-free license to use intellectual property developed by a student with the substantial use of college resources.
- c. Claims an exclusive ownership interest in any intellectual property developed by a student with the significant use of college resources.

Sponsor-Supported Intellectual Property Efforts

Funds and facilities administered and controlled by a college which are provided by governmental, commercial, industrial, or other public or private organizations shall be considered, for the purpose of this policy, to be funds and facilities provided by or through the college unless otherwise agreed to by the intellectual property policy administrator.

A creator shall sign assignments, disclaimers, or other agreements as the college may require for such sponsor-supported intellectual property, and shall not enter into any agreement directly with a sponsoring

organization without the pre-approval of the appropriate college intellectual property policy administrator. The college reserves the sole right to make agreements with sponsoring organizations regarding the ownership and disposition of rights in intellectual properties as it deems to be in the interest of the college and the public.

Intellectual Property Consulting Work

The college does not claim an ownership interest or license to use intellectual property which is developed in the course of consulting work and involves only the incidental use of college resources. When substantial or significant college resources are involved, the provisions of paragraph entitled "Ownership of Intellectual Property" apply.

When significant college resources are involved, a creator engaged in consulting work is prohibited from entering into any agreement with any organization covering ownership or other rights in any intellectual properties except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college.

Administration of Intellectual Property Policy

Responsibility for administration of this policy is vested in the president. The college intellectual property policy administrator, as appointed by the president, shall be assisted by an appropriate college committee in implementing the provisions of this policy.

Intellectual Property Interest Notification

When a creator creates intellectual property as an assigned duty or with the use of substantial or significant college resources, the employee shall provide the following information to the college intellectual property policy administrator as soon as possible:

- a. Title of creation;
- b. Name and position of creator;
- c. Name of sponsor (if applicable) including grant or contract identification, title of project, and principal investigator;
- d. Description of creation;
- e. Year in which creation was (or will be) completed;
- f. College employment status of creator/author;
- g. If more than one creator/author is involved, percent of interest recommended to be allocated to each creator/author; and
- h. College resources, including their value, used in the creation of the work.

Protection of Intellectual Property

Patents-The college shall obtain legal assistance of a patent professional as needed for protection or commercialization of patentable intellectual property.

Copyrights - Copyright protection applies to any original work of authorship as soon as it is written or otherwise recorded. Registration of a copyright is not a condition of

obtaining or protecting a copyright, but it is a prerequisite to an infringement suit. The owner of an original work of authorship may choose to register a copyright for the work with the U.S. Copyright Office. The instructions and forms for registering different types of works are available on the U.S. Copyright Office web site.

- a. The creator of intellectual property which involves either incidental or substantial use of college resources may decide to register the property on a case-by-case basis as a cost-benefit decision, depending on the commercial value perceived for a work. For example, a major computer program might be registered immediately, although a newsletter might never be registered.
- b. The creator of intellectual property that involves significant use of college resources shall register the work with the U.S. Copyright Office when the work is completed. The creator shall advise the college intellectual property policy administrator when the work has been registered. The creator shall include in the work a copyright notice: a small "c" in a circle or the word "copyright" or the abbreviation "copr.", the year of publication, and Southeastern Community College as the name of the copyright owner.

Use and Commercialization of Intellectual Property

The college shall make determinations to exploit the commercial value of any intellectual property in which the college claims an ownership interest on a case-by-case basis. Two categories of use are defined for the purpose of administering this policy.

- a. *Internal Use* is use within the college. For any intellectual property in which the college claims a license or an ownership interest, the college reserves the right to royalty-free internal use of the intellectual property by the college in connection with its educational activities.

When the college plans to use, update, or make derivative works from an intellectual property for which it claims an ownership interest or license to use, the creator of the intellectual property shall be afforded the right of "first refusal" to participate in the use or creation of new versions of the intellectual property, provided the creator is employed by the college and is fully qualified and eligible based on documented past performance. The creator, for example, shall have the right of first refusal to teach one, but not necessarily all, sections of an on-line course in which the college has an ownership interest or license to participate in the use or creation of new versions of the course, the college may offer the opportunity to another qualified and eligible individual. The college does not consult former employees on reuse or revision of intellectual property except as otherwise provided by separate

written agreement or waiver which is executed by a duly authorized officer of the college.

- b. *External Use* is use outside the college, including, but not limited to educational institutions, government, nonprofit institutions, and commercial organizations operating under lease or other contractual agreements with the college.

The creator may loan, license, or sell for external use intellectual property for which the creator has exclusive ownership and may retain any associated revenues. The loan, license or sale of the intellectual property may not infringe upon any license granted to the college in accordance with this policy.

When the college claims a license to use intellectual property, the college reserves the right to royalty-free external use of the intellectual property. The college may loan, license, or sell for external use any intellectual property in which it has an exclusive ownership interest. The college shall determine how the intellectual property is managed and marketed except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of the college and the employee who created the intellectual property.

A creator shall not enter into any agreement for the external use of intellectual property in which the college has an ownership interest without a prior written agreement with the college intellectual property policy administrator governing, at a minimum, the terms of external use and distribution of any revenues.

Intellectual Property Royalty Provisions

The college is committed to the encouragement and recognition of the creative efforts of its employees by sharing with the creator any net revenues from intellectual property in which the college has an ownership interest in accordance with general principles of division as stated below. However, if the intellectual property is produced as an assigned duty, the employee will not share in any net revenues from the work except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of the college.

Determination of Equities for Intellectual Property

- a. *Prior Written Agreements*

Whenever the college foresees the production of commercially viable intellectual property through an assigned task or the use of significant college resources, the college shall enter into a written agreement with the college employee prior to the creation of the intellectual property. If the college intellectual property policy administrator and the creator cannot reach an agreement, the president shall determine the degree of ownership interest of the parties, the terms for use of the intellectual

property, and the distribution of any revenues. Nothing herein shall be interpreted as guaranteeing to an employee any compensation or share in royalties.

b. *Determination Without Prior Written Agreement*

In the absence of a prior written agreement between the college and a college employee involved in the creation of intellectual property, the college intellectual property policy administrator shall make a recommendation to the president regarding the distribution of net revenues from intellectual property in which the college claims an ownership interest. The recommendation will be in accordance with the general principles of division as stated below.

c. *General Principles of Division*

When an intellectual property is created with the significant use of college resources, the creator shall be awarded no more than 10% of net revenues until the college has recovered all direct and indirect production, marketing, management or other costs. After the college recovers these costs, the creator shall be awarded no more than 20% of net revenues. In any given fiscal year where the costs, expenses, and losses incurred by a college in connection with commercially viable intellectual properties in which it has claimed an ownership interest exceed gross revenues, the college may in the absence of a contract to the contrary unilaterally cancel payments of royalties to other entitled owners until the revenues exceed the costs.

d. *Division of Equities.* Among Employees If more than one person claims an ownership interest in the property, the college intellectual property policy administrator shall recommend to the any associated royalties according to:

- Agreement among the individuals themselves or,
- The college intellectual property policy administrator's determination of a fair division in the absence of agreement among the creators.

e. *Sponsored Research.* When intellectual property is created through a sponsored research project, the disposition of rights to that intellectual property must comply with the terms and conditions of the grant or contract that applies to the sponsored project.

f. *Divestment of Intellectual Property.*

Notwithstanding anything to the contrary in this policy, the college always reserves the right unilaterally to negotiate and enter into contracts for the exercise, sale, use, or other disposition of any and all rights in intellectual property in which the college claims an ownership interest. College

employees shall have no rights with respect to the transfer, retention, or licensing of ownership interests except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized office of the college.

Intellectual Property Dispute Resolution

Disputes may arise involving issues including but not limited to ownership rights, percentage of royalty payments, and publication clearance. An interested party may appeal the college intellectual property policy administrator's final proposal for copyright or patent determination by submitting a petition to the college president at any time prior to the signing of a contract between the college and the involved parties. The petition shall state the grounds for an appeal and a proposal for a different determination. The decision of the president on such matters shall be final.

Transfer of Intellectual Property

The college may transfer rights to any intellectual property in which the college claims an interest.

Grievances and Appeals

The procedures described in this section are open to any student seeking justice for what he/she perceives to be unfair treatment in student-to-student or student-to-employee interaction during his/her association with SCC. Disciplinary cases involving student violations of the Student Code of Conduct may be heard through this procedure. Grievances aired through this process also include those arising from Title IX of the Educational Amendments Act of 1972 and those relating to the Family Educational Rights and Privacy Act of 1974 or other similar legal requirements. For grievances relating to sexual harassment, procedures are outlined in other sections of the Student Handbook.

Procedures

Informal

Any individual may orally present and discuss his/her grievance with his/her immediate supervisor or other college employee or dean on an informal basis. Prior to or after this discussion, the individual may request assistance from the vice president of student development services in resolving the complaint. Should an informal discussion not produce a satisfactory settlement, the grievant may move the grievance to the formal grievance procedure.

Formal

In the event that the grievance is not resolved informally, the grievant may submit the grievance in writing to the vice president of student development services. The formal procedure begins when the appropriate party puts the grievance in writing. A person must initiate any grievance within ten school

days after the alleged unfair treatment occurs. Any student carrying out this procedure must make a written record of the events and conversations he/she participates in as part of the process.

A person who has a grievance first discusses it with the person he/she perceives to be the source of the problem. If such a meeting does not resolve the grievance, or if such a meeting is not possible, the person discusses the grievance with the vice president of Student Development and Technology Services, who may assist the person in preparing a written statement of the grievance. The next step in the process depends upon the category of grievance, as described below.

Student Grievance and Appeal Procedures

The procedures described in this section are open to any student seeking resolution for what he/she perceives to be unfair treatment in a student-to-student or student-to-employee interaction during his/her association with SCC. Grade appeals, appeals of disciplinary actions, or alleged unjust or discriminatory treatment may be addressed through this process. Grievances involving sexual harassment will be addressed by following Procedure 2.7.1, *Sexual Harassment Procedures*.

Informal Resolution

Within five business days following the event in question, the grievant must discuss the grievance with the individual who is perceived to be the source of the concern.

Formal Resolution

Step 1: In the event that the grievance is not resolved informally, the grievant must meet with the supervisor of the accused individual against whom said grievance has been filed, within five business days, and submit a completed Grievance Form.

The supervisor has up to five business days to conduct an investigation, which includes affording the accused an opportunity to provide a written response to said grievance. The supervisor is responsible for forwarding his/her written decision and all supporting documentation to the respective vice president and the grievant. The grievant's copy will be sent via the preferred method of communication.

Step 2: If the grievance is not resolved in Step 1, the grievant must contact the vice president of the division in which the individual is assigned within five business days of receipt of the response from the supervisor and request a meeting to discuss the grievance. The five day period begins the day following receipt of the supervisor's

written decision.

After meeting with the grievant, the vice president has up to five business days to conduct an investigation, which includes affording the accused and the supervisor and/or student an opportunity to provide a written response to said grievance. The vice president is responsible for forwarding his/her written decision and all supporting documentation to all parties involved. The grievant's copy will be sent via the preferred method of communication.

Step 3: If the grievant or the accused is not satisfied with the response from the vice president, either individual may request a hearing by the Student Grievance Committee. The individual must complete a Request for Hearing form within five business days of receiving the response. The request for a hearing must be made to the vice president of student development and technology services. The vice president of student development and technology services will convene the Student Grievance Committee.

Student Grievance Committee for students enrolled in curriculum programs

The Grievance Committee for non-academic issues is made up of two students appointed by the Student Government Association, one faculty member appointed by the Faculty Senate, and two staff appointed by the Staff Association. The Grievance Committee for academic issues includes a student appointed by the Student Government Association, a student appointed by the SCC Ambassadors, two faculty members appointed by the Faculty Senate, and one professional staff person appointed by the Staff Association.

Student Grievance Committee for students enrolled in continuing education courses

The Grievance Committee for non-academic issues is made up of two continuing education students, one continuing education instructor, and two continuing education staff persons. The Grievance Committee for academic issues includes a continuing education student, two continuing education instructors, and one continuing education professional staff person. Appointments to the Continuing Education Grievance Committee are made by the president or his/her designee.

Procedures for the Student Grievance Committees

No one can serve on the Student Grievance Committee if they have any involvement in the grievance.

The vice president of student development and technology services will schedule a hearing within five business days of receipt of the Hearing Request form. The Student Grievance Committee will elect a chair.

Following the hearing, the committee chair will communicate the decision to the President and upon approval, drafts a response to the grievant within three days. The response will be sent to the grievant via the preferred method of communication. Copies of the decision will be provided to the vice president of student development and technology services, the president and all individuals involved in the grievance process.

Exceptions

All parties will receive written notification of any deviation from specified time frame.

The following exceptions apply if the accused is a vice president. The Step 1 supervisor shall be another vice president appointed by the president. Step 2 will be omitted in the event that the grievance is against a vice president. If the vice president of student development and technology services is involved in the grievance, the individual will request a hearing through the office of the president. In the event that the grievance involves the President, the grievance form is forwarded to the President's executive assistant, who in turn forwards the grievance to the Chair of the Board of Trustees.

Sexual Harassment Policy

1. Policy

The college prohibits any form of sexual harassment involving its employees in the employment relationships or involving any college employee and a student of the college in the college relationship, whether it is in the form of a college employee sexually harassing a college employee or student or a student sexually harassing a student or an employee. The college has a firm belief and has established a policy that all employees are entitled to work and all students are entitled to learn in an environment free of discrimination or intimidation based on an intimate, amorous relationship. Any act, comment, or behavior that is of a sexually suggestive or harassing nature and that in any way interferes with an employee's or a student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited.

2. Definition of Sexual Harassment

The Equal Employment Opportunity Commission defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Examples of such behavior include the following:

- a. Verbal harassment - Making sexual comments about a person's body, telling sexual jokes or stories, spreading rumors about a co-worker's sex life, or asking or telling about sexual fantasies, preferences, or history.
- b. Non-verbal harassment - Giving unwanted personal

gifts, following a person, staring at a person's body, or displaying sexually suggestive materials such as pornographic photos.

- c. Physical harassment - Brushing up against or touching another person suggestively or touching oneself in a sexual manner in front of another person. Such behavior constitutes sexual harassment when:
- d. Submission to such conduct is a term or condition of employment.
- e. Submission to such conduct becomes a basis for employment-related decisions.
- f. Such conduct unreasonably interferes with a student's academic performance or an employee's job performance or creates a hostile or intimidating environment

3. Consensual Relationships

The college's educational mission is promoted by professionalism in the following relationships: student-faculty, faculty-supervisor, student-supervisor, and employee-supervisor. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of college employees that harm this atmosphere undermine professionalism and hinder fulfillment of the college's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the college community.

4. Investigation Procedures

a. Informal Complaint

- 1) Any complaint relating to sexual harassment should be referred to the vice president of student development and technology services. (Note: If said party is directly involved, the complainant should be referred to the vice president of operations and finance.)
- 2) The vice president of student development and technology services counsels the complainant as to the options available under this policy and at the complainant's request, may help the complainant resolve the complaint informally and/or help the complainant draft a formal complaint if the complainant decides to pursue that option.
- 3) The vice president of student development and technology services does not inform the accused of the complainant's action without the consent of the complainant.

b. Formal Complaint

- 1) If the complaint cannot be resolved informally, the complainant may ask the vice president of student development and technology services to assist him/her in drafting a statement of grievance relating to violation of the sexual harassment policy.
- 2) An investigation is conducted by appropriate personnel to establish whether there is a reasonable basis for believing that the alleged

violation of this policy has occurred. In conducting the investigation, the appropriate administrator(s) may interview the complainant, the accused, and the other persons believed to have pertinent factual knowledge. The investigation involves as small a group as possible to ensure confidentiality of all information. The investigation affords the accused a full opportunity to respond to the allegations.

- 3) Possible outcomes of the investigation are a determination by the aforementioned administrator(s) and the vice president of student development and technology services that the allegations are not warranted or that there is a reasonable basis for believing the alleged violation of this policy has occurred, resulting in sanctions of either warning for a first offense or termination of employment for a repeated violation of the policy.
- c. Sanctions
Disciplinary measures up to and including dismissal are taken if necessary.
- d. Appeal Procedures
An employee or student who disagrees with the results and/or sanctions of the investigation may request a hearing with the president. The request must be submitted in writing within five calendar days after receipt of the investigation results. After the hearing with the president is requested, the president has ten calendar days from the date of the written appeal to conduct a hearing and to render a decision. The decision of the president is final.
- e. Protection of Complainant and Others
 - 1) Investigations of complaints are initiated only with the complainant's consent. The complainant is informed fully of steps taken during the investigation.
 - 2) All reasonable actions are taken to assure that the complainant and those testifying on behalf of the complainant or supporting the complainant in other ways do not suffer any retaliation as the result of their involvement in the process.
- f. Protection of the Accused
 - 1) At the time the investigation commences, the accused is informed of the allegations, the identity of the complainant, and the facts surrounding the allegations.
 - 2) In the event the allegations are not substantiated, all reasonable steps are taken to restore the reputation of the accused if it were damaged by the proceedings.
- g. Protecting Both Parties
 - 1) To the extent possible, the proceedings are conducted in a manner that protects the confidentiality interests of both parties.
 - 2) After the investigation, the parties are informed of the facts developed in the course of the investigation.
 - 3) The parties are informed promptly about the

outcomes of the proceedings.

5. Employee - Specific

- a. Responsibility
Supervisors are responsible for ensuring that the institution's sexual harassment policy is followed and for maintaining an environment free of harassment.
- b. Consensual Relationships
No college employee will have an intimate, amorous relationship (consensual or otherwise) with an employee that he/she supervises directly or who is under the supervisor's chain of command. Intimate, amorous relationships between employees outside the supervisory relationship may lead to difficulties but are not prohibited.

6. Student - Specific

- a. Rationale
Faculty/staff supervisors exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. Intimate, amorous relationships between faculty members or staff supervisors and students are wrong when the faculty member has professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his/her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other students and faculty/staff supervisors may be affected by such unprofessional behavior because it places the faculty member/staff supervisor in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the college views it as unethical if faculty members/staff supervisors engage in intimate, amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. The college does not tolerate the involvement of faculty members/staff supervisors in such intimate, amorous relationships.
- b. Consensual Relationships in the Instructional/ Supervisory Context
No faculty member/staff supervisor will have an intimate, amorous relationship (consensual or otherwise) with a student who is enrolled in a course being taught by the faculty member or whose work is being supervised by the faculty member or other staff supervisor.

- c. Consensual Relationships Outside the Instructional/Supervisory Context
Intimate, amorous relationships between faculty members/staff supervisors and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and the student are in the same academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Furthermore, in such situations (and others that cannot be anticipated), the faculty member/staff supervisor may face serious conflicts of interest and should be careful to distance himself/herself from any decisions that may reward or penalize the student with whom the faculty member/staff supervisor currently has or has had in the past an amorous relationship. The college strongly discourages these relationships.

Sexual Assault Policy

The college reaffirms the principle that students and employees have a right to be free from any form of sexual offense, both forcible and non-forcible. Sexual offenses are unacceptable, and they will not be tolerated. They also are unlawful. Sexual assaults include rape, sexual battery, corruption of a minor, gross sexual imposition, voyeurism, and public indecency.

The college provides programs to enhance sexual assault awareness and prevention throughout the year. Selected employees and community experts give presentations and provide resources on request.

Persons who believe sexual offenses may have occurred are strongly encouraged to report the incidents immediately and to preserve any evidence intact.

To report sexual assaults that occur on campus, victims should contact campus security through the college switchboard and/or the student development services counselor or the vice president of student development and technology services. Any student services staff member can also assist in this process. Assaults may be reported directly to the local law enforcement agency with the assistance of college security or counseling personnel. Persons who wish to file an informal or formal complaint of sexual assault against students should notify the vice president of student development and technology services, who will assist those persons in following the Sexual Harassment Grievance Policy described in the Student Handbook. Persons who wish to file an informal or formal complaint against an employee should notify the vice president of student development and technology services who will assist the persons in following the Sexual Harassment Policy in the Personnel Handbook. Also, counseling for

victims of sexual assault is available on campus.

These procedures are designed to ensure equal opportunity for both the accused and the accuser. During any hearing, both the accused and the accuser may also present witnesses and be assisted by advisors of their choice from the college community. Complaints of sexual offenses are responded to promptly and equitably. The right to confidentiality of all members of the college community is respected, insofar as possible. Retaliation against individuals bringing complaints of sexual assault is specifically prohibited. Possible sanctions for students found guilty of sexual offenses include restricted access to specified buildings, events, or areas of the campus and suspension or dismissal from the college. Possible sanctions for employees found guilty of sexual offenses include probation or termination. It should also be understood that, as with any crime, if charges of a sexual offense are prosecuted, criminal penalties can result, in addition to sanctions imposed by the college. As with any campus disciplinary proceeding, all parties are informed of the outcome of their case, including any sanction(s).

Student Rights and Responsibilities

Responsibilities

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility.

As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that Community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline is initiated only when the presence of the students on campus disrupts the educational process of the college. However, when students' violations of the law also adversely affect the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If students' behavior simultaneously violates both college regulations and the

law, the college may take disciplinary action independent of that taken by legal authorities.

Rights

1. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina are not denied to students.
2. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus are provided by the college. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
3. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
4. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting government procedures, campus committees, and college offices.
5. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon students without due process. Due process procedures are established to guarantee students accused of student code of conduct violations the right to a hearing, a presentation of charges; and evidence for charges, the right to present evidence; the right to have witnesses on their behalf and to hear witnesses on behalf of the accuser(s); and the right of appeal.
3. **Academic Courtesy:** Students should be in class for the complete class session. Entering a classroom late or leaving early is disruptive to the instructor and other students. If rare instances make students late for class, they should enter quietly, be seated as close to the door as possible, and draw as little attention as possible. Students should never leave early without the instructor's permission. Students should see the instructor after class to explain their lateness. The instructor may have already taken attendance.
4. **Academic Responsibility:** Students bear the responsibility for knowing what was covered in a missed class. They should inform an instructor before being absent from a class, if possible. Students have the responsibility to find out in advance, if possible, the assignments and activities for the missed class. Students are responsible for arranging any make up work and completing assignments due at the next class period. Students should not expect to be able to make up all work missed, especially unannounced quizzes or tests. Students are responsible for knowing what was covered in the missed class and getting notes from other classmates. It is not the responsibility of the instructor to re-teach what was missed. An individual instructor's policies may be more lenient than the above, but it is still a student responsibility to know what was missed. Students should understand that faculty are in the classroom to aid them in learning but that faculty also have the responsibility to certify that students have met the required outcomes of the course. Ultimately, students are responsible for their own learning.

Responsibilities

Appropriate Academic Behaviors

In order to create the most effective classroom environment possible to support learning, faculty and administration expect the following behaviors from students:

1. **Academic Participation:** Students should express their views in classroom discussions in an appropriate manner when asked. Students should also listen respectfully to others expressing their opinions and ideas. The exchange of ideas in a non-combative, non-abusive, and orderly manner is essential for learning and fundamental to academic freedom.
2. **Academic Environment:** Students should not disrupt the learning environment through any inappropriate behavior. It is the responsibility of the instructor to ensure that the appropriate learning environment exists in the class and remove from the class any student who disrupts the climate and interferes with other students' right to learn. Examples of inappropriate activities include, but are not limited to the following: using profanity or offensive language, texting or using cell phones, using other electronic devices to listen to music or to listen or view anything else not class related, attempting to carry on personal business with an instructor during class time, and carrying on side conversations.
5. **Academic Focus:** Students must focus on a class' activities while in that class. They must not work on non-related activities or sleep. If Internet use is a part of the class, students should use it only for class prescribed activities.
6. **Academic Exchange:** Students need to be prepared for a class to more effectively learn. There cannot be an effective exchange between an instructor and students without this preparation. Being prepared means reading any assigned work for the class and noting questions or reactions to the reading, preparing any requested written work, or preparing questions to ask in the class. Students always have homework in a class even if nothing is specifically assigned. At the least, students should review previous class notes to check their understanding and be prepared to ask questions the next class session if they don't.

Other Expectations

Either inside the classroom or in any activities on campus or in other facilities where the college carries out classes or activities, students should observe the following:

1. Students should have food or drink only in appropriate locations. Food and drink are not permitted in classrooms, labs, the gymnasiums, or the auditorium.
2. Students should treat each other and all college personnel with respect in all interactions.
3. On-campus Basic Skills students must abide by the rules stated in their signed agreement form entitled "SCC Basic Skills Program On-Campus Rules" in addition to the expectations stated in this section and the section above.
4. Students must abide by all policies and procedures governing their behavior in the *Policies and Procedures*, the *Student Handbook*, and in the *Catalog*.

Student Code of Conduct

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following types of student behavior may result in one of the sanctions described in the next section.

1. Academic Dishonesty, that is, taking or acquiring possession of any academic material (test information, research papers, notes) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports that are supposed to be original work but are not entirely the student's own; and not giving credit for others' work (plagiarism).
2. Theft of, misuse of, or damage to college property or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
3. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college sponsored or supervised functions off campus or in college owned vehicles; possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence that may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
4. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.
5. Vulgar and offensive clothing is prohibited. Underwear must not be visible. Shirts and shoes must be worn at all times.
6. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
7. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment.
8. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.
9. Occupation or seizure in any manner of college property, a college facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
10. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to persons or property, which interferes with free access to, ingress or egress of college facilities, and which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
11. Possession or use of a firearm, incendiary device, or explosive, except in connection with a college-approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
12. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
13. Gambling.
14. Smoking and/or using of other tobacco forms in non-designated areas.
15. Littering on the campus or in buildings.
16. Violation of college regulations regarding the operation and parking of motor vehicles.
17. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
18. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
19. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials.

20. Violation of a local, state, or federal criminal law on college premises that adversely affects the college community's pursuit of its proper educational purposes.
21. Disobedience of the reasonable directions of college employees, including administrators, faculty, security, and other staff employees.

Discipline

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action is taken to restore and protect the sanctity of the community.

Immediate Suspension

If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist results in immediate suspension. If students fail to cease and desist, the instructor or administrative officer may then suspend them from the class or the college until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension notifies the dean of students in writing of the individuals involved and the nature of the infraction as soon as possible but no later than 24 hours after the incident. The dean of students is responsible for implementing student discipline procedures.

Procedures

In order to provide an orderly protocol for handling student disciplinary cases in accordance with due process and justice, the following procedures are followed:

1. Charges: Any administrative official, faculty member, or student may file charges with the dean of students against any student or student organization for violations of college regulations. The individual(s) initiating the action must specify, in writing, the following:
 - a. Name of the student(s) involved
 - b. The alleged violation of the specific code of conduct
 - c. The time, place, and date of the incident
 - d. Names of person(s) directly involved or witnesses to the infractions
 - e. Any action taken that related to the matter
 - f. Desired solution(s)
 The completed charge form is forwarded directly to the dean of students.
2. Investigation and Decision: Within five working days after the charge is filed, the dean of students completes a preliminary investigation of the charge and schedules a meeting with the student. After

discussing the alleged infraction with the student(s), the dean of students may impose a sanction consistent with those described below.

Sanctions

1. Reprimand: The student receives a written communication, which gives official notice that any subsequent offense against the Student Code of Conduct carries heavier penalties because of this prior infraction.
2. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action is taken. This probation is in effect for no more than two semesters.
3. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. Generally the individual is not eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation is in effect for not less than two semesters. Any violation of Restrictive Probation may result in immediate suspension.
4. Restitution: The individual must pay for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.
5. Interim Suspension: The student is excluded from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
6. Loss of Academic Credit or Grade: This sanction is imposed as a result of academic dishonesty or suspension for violation of the Student Code of Conduct.
7. Withholding of Transcript, Diploma, or Right to Register: This sanction is imposed when financial obligations are not met.
8. Suspension: The student is excluded from class(es) and/or all other privileges or activities of the college for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the vice president of student development and technology services before returning to campus.
9. Expulsion: The student is dismissed from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the president.
10. Group Probation: This sanction is given to a college

club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

11. Group Restriction: This sanction removes college recognition during the semester in which the offense occurred or for a longer period, usually not more than one semester. While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.
12. Group Charter Revocation: College recognition is removed for a group, club, society, or other organization for a minimum of two years. Rechartering after that time must be approved by the president.

and signs in/on athletic facilities owned and operated by SCC.

4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by SCC.
5. SCC will provide accessible resources for tobacco cessation programs.
 - These tobacco cessation programs shall be publicized in student, faculty and staff publications, emails, through the SCC website, Student Services, and other appropriate means.

Tobacco Free Campus Policy

Southeastern Community College (SCC) is committed to providing its employees and students with a safe and healthful environment. SCC also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. SCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Based on Southeastern Community College Board of Trustees approval (November 2009), the college has established the 100% tobacco free campus policy to be implemented on August 1, 2010.

1. Use of tobacco is prohibited by students, staff, faculty or visitors:
 - In all campus buildings, facilities or Property owned or leased by SCC and in vehicles that are the property of the college.

For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff which includes smoking, chewing, dipping or any other use of tobacco products.

2. The sale or free distribution of tobacco products, including merchandise, on campus or at college events is prohibited.
3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
 - Parties sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully-priced tobacco products (t-shirts, hats, etc.) on campus.
 - All tobacco advertising, such as billboards

Procedures for Student Enforcement:

1. First Offense

Any student observed smoking or using tobacco products will be asked in a non-confrontational manner to obey the College policy and to stop using the products. Faculty or staff members will identify themselves to the student and ask to see the student's identification card to verify their student status and to identify the name of the student. Students without a student identification card should produce some form of official picture identification (e.g. driver's license) and shall be instructed to take the necessary steps to acquire an official student identification card. The faculty or staff member will explain the College's tobacco-free policy and the possible consequences for violating the policy, and will file a report with the Director of Public Safety giving the student's name and the date and time of this policy violation. The report shall be made as an e-mail or memorandum. The Director of Public Safety will keep a record of violations identifying the student, date, time, and name of the faculty or staff member reporting the violation.

2. Second Offense

Faculty and staff members will follow the procedures identified in "First Offense." When the Director of Public Safety determines that this is the second reported offense for a student, the Director will give the student's name to the Dean of Students. The Dean of Students will send the student a first-class letter and/or e-mail, if available, warning the student that this is the second violation of the tobacco-free policy and that the student will face suspension or expulsion with any further violations.

3. Third Offense

Faculty and staff members will follow the procedures identified in "First Offense." When the Director of Public Safety determines that this is the third reported offense for a student, the Director will give the student's name to the Dean of Students. The Dean of Students will suspend the student for the remainder of the current term. The student may re-enroll, subject to any

specific program limitations, following the suspension period. A student who disagrees with the decision of the Dean of Students may request a hearing before the Grievance Committee by contacting the Vice President of Student Development and Technology Services.

Use of Information Systems

Policy

Access to information systems, including the Internet, computer systems, and computer networks at Southeastern Community College, is provided to authorized users for those resources that they have been granted rights to use. This use is granted subject to state laws, including, but not limited to, North Carolina General Statutes, Article 60, "Computer-Related Crime," Chapter 14:453, 457; and federal laws, including, but not limited to, Computer Fraud and Abuse Act of 1986, Computer Fraud and Abuse Act of 1994, Computer Matching and Privacy Protection Act of 1988, Computer Security Act of 1990, and subsequent amendments to these laws.

Use of information systems must be ethical, reflect academic honesty, and demonstrate restraint in the use of shared resources. Use must also be free from intimidation, harassment, and unwarranted annoyance. User must be respectful of intellectual property; ownership of data, system security, and individual privacy.

Violations of this policy and/or accompanying guidelines result in appropriate disciplinary action through college judicial procedures, which may include, but not be limited to, suspension of computing and information system access privileges, termination of employment, and suspension or expulsion.

Guidelines

This policy applies to students, employees, and other authorized users. The president of the institution and/or his/her designee makes the initial determination of violations under this policy. Unauthorized users are subject to prosecution under relevant state and federal laws and SCC will contact state or federal authorities for prosecution.

Students utilizing the generic laboratory workstation will be made aware of the IS Use Policy through the Student Handbook and by posting of the policy in all student labs and access points. Employees, non-employees, and students with specific logins will confirm that they have read and understand the IS Use Policy by signing a copy of the policy when provided access and on an annual basis thereafter. Employee affirmation is coordinated with the annual payroll verification and returning students' affirmation in fall semester. New employees will sign the

policy as part of their indoctrination to the IS systems. The IS staff will maintain the most current signed policy. All users must be aware that the college cannot guarantee the absolute privacy of files and electronic messages. The IS staff has the ability to view files and messages on the networks. It is not the policy of the institution to routinely view such files and messages, but privacy cannot be guaranteed.

The following are the guidelines to ensure appropriate use of information systems, computer systems, and information networks.

User Must Do the Following:

1. Use the resources for which they have been granted access and only for authorized purposes.
2. Protect the privacy of confidential information to which they have been entrusted.
3. Protect their Username and passwords. Users are responsible for any activity using their Username and passwords.
4. Access only files and data that are their own, that are publicly available, or to which they have been given authorized access.
5. Use only legal versions of copyrighted software in compliance with vendor license requirements.
6. Be considerate in their use of shared resources. Users should refrain from monopolizing systems, overloading networks with excessive data or downloads, wasting computer time, wasting or excessively using connect time to internal or external networks, abusing disk space, and excessively using printer paper or other resources.

Users Must Not Do Any of the Following:

1. Use another person's Username or password.
2. Use another person's files, system, or data without permission.
3. Use computer programs and/or algorithms to decode passwords or access control information.
4. Use computer resources without the supervision of college personnel.
5. Attempt to circumvent, subvert, or damage system security measures.
6. Connect personal equipment to the network.
7. Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating computer viruses, disrupting services, or damaging files.
8. Use the college's systems for partisan political activities, such as using electronic mail to solicit support for a candidate.
9. Make or use illegal copies of copyrighted materials (software, videos, music, etc.), store such copies on college equipment, or transmit them on the college's network.
10. Use mail messaging systems to harass,

intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages, sending unwanted mail, propagating chain mail, or causing the sending of unwanted mail.

11. Waste computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper.
12. Use systems for personal purposes.
13. Use systems for viewing, downloading, sending, or receiving information which contains obscene, indecent, or lascivious material or other material that explicitly or implicitly refers to sexual conduct. The college reserves the right to judge if material meets the criteria for the above.
14. Use systems for viewing, downloading, sending, or receiving information that is bigoted or sexist. The college reserves the right to judge if material meets criteria for the above.
15. Use systems for viewing, downloading, sending, or receiving copyrighted music, video, or data without adhering to the appropriate copyright laws.
16. Use systems for live multimedia (music/video) feeds that are not directly related to instruction or work.
17. Create, modify, execute, or retransmit any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as messages, including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages.

Student Pandemic Event Preparedness and Response Plan

The core of this Student Pandemic Event Preparedness and Response Plan for Southeastern Community College, which is an extension of the Columbus County Public Health Department Pandemic Plan, is communication and education.

Communication with the students before a pandemic event occurs will help them know, in the case of a pandemic event, how and with whom they should communicate and respond.

Advance planning and established and practiced procedures will help individuals respond in a manner that should reduce panic and fear. The Southeastern Community College Pandemic Preparedness and Response Plan will follow the US Federal Government's three primary strategies and involve the following components:

I. Preparedness and Communication

Purpose of the Plan

The purpose of the Southeastern Community College

Pandemic Preparedness and Response Policy is to have a plan in place to guide the college's response to a pandemic communicable event. This plan will ensure that factual and clear informational materials are provided to students and their families and to the community. The overall goal is to stop, slow, or limit the spread of disease; mitigate disease, suffering and death; sustain Infrastructure; and mitigate impact to the students' learning, to the economy, and to the functioning of the community. The response to a pandemic event will be local since neighboring counties and usual support services may be unable to respond because of the high rate of illness in their own group or service area.

Emergency Notification

The College currently has email accounts (Rammail) for all students who have a distance learning component in at least one class. Instructors who teach any course with a distance learning component also have a Ram Mail account. Beginning with fall semester 2008, all students and faculty will have a *Rammail* (Google Mail) account.

In addition, the AlertNow web-based emergency notification system allows the college to send out emergency messages to students, staff and faculty via voice, text messaging, and email. This system will be in place for use in fall 2008.

The Southeastern Community College web site also will highlight information related to a specific emergency. The college's Webmaster will post any emergency notification on the front page of the college web site.

Minor, Major and Catastrophic Emergencies

The communicable disease policy has, in the past, primarily focused on minor and potentially major communicable illnesses. Many of the communicable diseases already have vaccines or have been communicable in more direct, traceable and controllable means. This Pandemic Preparedness and Response Policy covers all communicable diseases including catastrophic communicable disease emergencies that will most likely affect a high percentage of the population at the same time and that will recur in waves. This catastrophic communicable disease emergency is a Pandemic event.

Members of the Communicable Disease Response Team

The Communicable Disease Response Team will be comprised of the college president, senior administrators, division deans, student government officers and other appointed key personnel. The Communicable Disease Response Team will identify the college spokespersons for all communicable diseases including pandemic events.

Roles of Communicable Disease Response Team Members

Roles will be clearly identified for each Communicable

Disease Response Team member. The college president will be at the head of the committee. In the absence of the college president, his or her designee will be in charge.

Guidelines for Education of the Students

Education about communicable diseases will be expanded to include a stronger emphasis on the web of causation and methods to stop the transmission through activities such as social distancing, coughing etiquette, basic health care procedures, self care, and care of family members. Students will be provided information about a pandemic disease and its potential to move with great velocity about the globe thereby overwhelming all previously successful coping measures. Education will alert individuals that resources external to their home may not be available.

Educational Offerings in the English and the Spanish Languages

All educational resources will be made available in English and Spanish.

II. Surveillance and Communication

Columbus County Public Health Department

The Columbus County Public Health Department provides accurate, timely and consistent information to the public regarding preparation for a pandemic, including the Impact of the outbreak, local response actions, and disease control recommendations. The College's Communicable Disease Response Team will use this information to inform its students and to provide timely information on the college web site, by telephone and through email services.

Southeastern Community College Spokespersons

The College's Communicable Disease Response Team will identify college spokespersons. These individuals will receive additional training through contact with the Columbus County Health Department personnel.

School Systems in Columbus County

The college president, or his or her designee, will stay in communication with the Columbus County's two school systems' administrators regarding pandemic event responses, school closures, and health-related

Columbus County Law Enforcement

The Communicable Disease Response Team will work in cooperation with local law enforcement, as needed, to protect the health and safety of college employees and students.

Columbus County Emergency Response Teams

The Communicable Disease Response Team will work in cooperation with the county's emergency response teams, as needed, to protect the health and safety of the college's employees and students.

III. Response and Containment

Cross-train College Employees to Accommodate 40% Absenteeism

The Communicable Disease Response Team will develop a method of distance learning for the greatest number of students possible.

Health and Pertinent Health Care Tips Available on Home Page of SCC's Web site

The College's Web site and the Internet will provide information to individuals who have been required to maintain a special distance from the general public.

Coordinate All Announcements with Columbus County Health Department

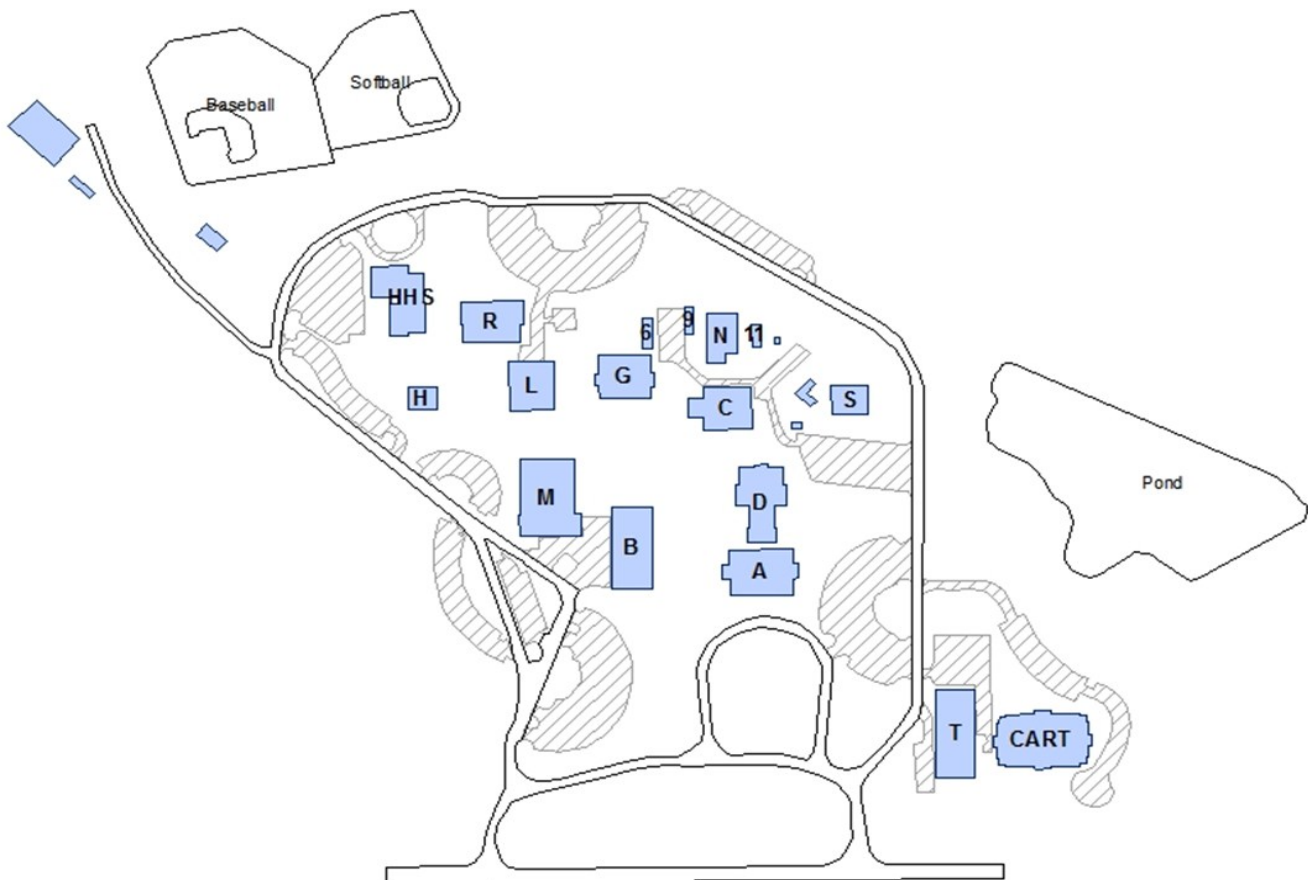
The College spokesperson will stay in frequent contact with county public health department personnel.

Communicable Disease and Pandemic Event Education Program

The Institutional Operations Committee of Southeastern Community College is charged with the coordination of the on-going educational campaign and with the notification to the president and appropriate vice president on individual cases involving communicable disease. The educational campaign is the responsibility of the entire institution and is designed to reach all constituencies. It conveys basic information, in various ways, including, but not limited to, the distribution of printed material, posters, meetings, speakers, and electronic media. The campaign is ongoing and will accommodate the annual turnover in the employee and student populations.

July 2008

Southeastern Community College Campus Map



LEGEND

A	Administration	L	Library
B	Technical	M	Multipurpose
C	Science	N	Bookstore
CART	Cartrette	R	Allied Health
D	Arts, Auditorium and Music	S	Maintenance
G	Student Center, Physical Education, Early College (Closed for renovation 2011-2012)	T	Business & Industry Skills Training Center
H	Child Development Center	Trailer 6	Classrooms
HHS	Health and Human Services	Trailer 9	HRD (Human Resources Development)
		Trailer 11	Biodiesel Research



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